

## **SM10a: Out-Of-Home Placement / In Home Services**

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**June 24, 2005**

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This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>).

## 1.1. Introduction

One of the most highly visible and commonly used procedures utilized by DHFS workers is the process through which children who are in the care of the Department are matched with service providers. Within eWiSACWIS, service providers are defined as organizations or individuals that offer placement opportunities or treatment services to DHFS families. A placement is the process through which a DHFS child is provided with a living environment that differs from his/her original home setting prior to being involved with the Department. In most situations, a service is a program (external to DHFS) used to provide treatment options to Department families. While every placement is a service, not every service is a placement (e.g. the provision of out-patient psychological treatment is a service, but not a placement). *SM10a: Out-Of-Home Placement / In Home Services* discusses the functionality by which eWiSACWIS workers will document placements through the Out-Of-Home Placement page, the In Home Services page, and the Agreements and Notices page.

Because many of the attributes that must be defined for the services and placements utilized by the Department are financially related, this topic is a bridge between the distribution of services to DHFS families and the considerations of establishing financial relationships with service providers. More specifically, a worker may use the pages of this topic to request out-of-home placements and in-home services for children, produce placement and service notifications and agreements, record the details of an out-of-home placement or in-home service for children (including the specification of child-specific service rates for appropriate service types and the updating of service capacity information), and document the termination of a placement (which also updates service capacity information).

There are five main pages discussed in this topic. They include the CPS Placement Request page; the Placements and Services page (for both out-of-home placements and in-home services); the Agreements and Notices page; the Foster Care Rate Setting page; and the Placement Correction functionality.

The CPS Placement Request page is used to request an out-of-home placement from the Out of Home Care Unit. It is accessed via Create > Case Work, selecting CPS Placement Request from the Placement dropdown field, and then choosing the family case and the case participant. Furthermore, the CPS Placement Request page has links to several other design topics, including *PM06: Reservation* and *CM10: Search*.

The Placements and Services page (for out-of-home placements) is used to document the information pertaining to the out-of-home placement of a child. A single child (participant) can only have one out of home placement at a time. If an Out-of Home placement is made for a child, and the child is to be placed at another facility/foster home, the original placement must be ended prior to the second one being initiated. The page is comprised of two tabs; Service and Provider. There are numerous pop-up pages that launch from the Out-of-Home Placement page. They are the Removal From Home Reasons, the Non-Conforming Reasons, the Service Ending, the Supplemental Points, and the Placement Notifications pages. The Placements and Services page is launched by selecting Create > Case Work, selecting Out-of-

Home Placement from the Placement dropdown field, and then choosing the family case and the participant within the family that the worker wishes to place.

The Placements and Services page (for In-Home Services) is used to document services being provided to the family that do not necessarily require the child to be removed from the home. The page is comprised of two tabs; Service and Provider. There are also pop-up pages that launch from this page. They are the Service Ending, the Supplemental Points, and the Placement Notifications. The Placements and Services page for In-Home Services is launched by selecting Create > Case Work, selecting In Home Service from the Placement dropdown field, and then choosing the family case and the case participant.

The Agreements and Notices page handles the functionality to create legal agreements dictating the terms of a particular placement. There is one pop-up page that launches from the Agreements and Notices page. It is the Adoption Agreement Amendments pop-up page. The Agreements and Notices page is accessed by selecting Create > Case Work, selecting the appropriate agreement type from the Placement dropdown field, and then choosing the family case and the case participant within the family.

The Foster Care Rate Setting page allows the worker to answer a series of minimal, moderate, and intensive questions to determine the appropriate amount of Supplemental Points (emotional, behavioral, and physical) for the child in placement. This page cannot be accessed until the child has an approved, qualifying out-of-home placement. This page is described in greater detail in section 1.2.18.)

The Placement Correction functionality consists of three pages – Placement Correction History page, Placement History page, and Placement Correction Detail page. This functionality is used to view, add, and modify a child's placement history information. In addition to these items, workers can also use the Placement Correction functionality to enter the actual provider name for a placement record that has a default/historical provider.

The Placement Correction History page is accessed via Menu Utilities > Placement Correction. The Placement Correction History page is opened and the worker clicks on the Search hyperlink, which opens the Person Search page. The worker searches a child, clicks the Cases expando, and selects the case where the Placement Correction approval will be linked, and clicks on the radio button next the child's name. Note that the child's Date of Birth must exist in Person Management before the creation of a Placement Correction record is allowed to proceed. Once the worker selects a child and clicks 'Continue', the Placement Correction History page displays an audit trail of all correction records created for a participant organized by approval date. This page also allows the worker to modify a pending correction record, or view the child's most recent placement history in eWiSACWIS.

The Placement History functionality depends on the worker's security access and the method used to access the page. From the Placement Correction History page, the Edit hyperlink, View hyperlink, View Current Placements hyperlink, and Create button all launch the Placement History page. To access an existing correction record, the worker selects the Edit hyperlink next to a pending placement correction row. To view audit history of a previous correction record, the worker selects the View hyperlink next to an approved placement correction row. To view a child's complete placement history across cases (not including placements with the End Reason of Placement Made in Error), the worker selects the View



Current Placements hyperlink. To create a new placement correction record, the worker selects the Create button.

The Placement History page displays placements grouped by AFCARS episode. To modify the placement history, the Edit hyperlink next to the specific placement row that needs to be corrected is selected. This link launches the Placement Correction Detail page.

The Placement Correction Detail page is used to insert/modify specific placement information for the specified Out of Home Placement.

Once the worker completes the placement correction record and receives final approval, the placement correction audit history can be accessed from two places. The approved placement correction information is displayed on the Approved Placement History page via the Outliner > Case Expando > Placement icon > Actions link > Approved Placement Corrections as well as searching out the child's Placement Corrections record via Utilities > Placement Correction.

## 1.2. Pages

### 1.2.1. Page - CPS Placement Request

**CPS Placement Request - Microsoft Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Request Information**

Case Name: Macy Jacob Request Date: 05/21/2003

Disposition: Pending Placement Needed: 00/00/0000

☐ This is a Placement Requested for Sibling Group Estimated End Date: 00/00/0000

**Children to be Placed**

Child	Age	Gender	Ethnicity	City	Primary
<input checked="" type="radio"/> Jack Jacob	2	Male		Abbotsford	<input type="checkbox"/>

**Potential Matches**

Provider	City	Phone	Status	Expiration	Acceptance
<input checked="" type="radio"/> Schilling	Madison		Pending	00/00/0000	

**Worker Matcher**

☐ Worker Date: 00/00/0000 Name: Office: Phone:

☐ Matcher Date: 00/00/0000 Name: Office: Phone:

Options: Go Save Close

#### 1.2.1.1. Page Overview

##### Navigation

A worker can navigate to the CPS Placement Request page by selecting Create > Case Work from the toolbar menu, selecting CPS Placement Request in the Placement dropdown field, and then selecting a case and participant on the Create Case Work page.

When the worker has created an out-of-home placement via the CPS Placement Request page, a worker can navigate to the CPS Placement Request page by selecting View Request from the Options dropdown field on the Placements and Services page for the Out-of-Home Placement, and then clicking the Go button.

Also, once a CPS Placement Request has been created and saved, that request can be viewed and edited from the Cases outliner on the desktop.

## Page Summary

The page consists of four group boxes: Request Information, Children to be Placed, Potential Matches, and Worker/Matcher. After selecting the case and the child(ren) in the Create Case Work page for whom a placement request is being made, this page is activated, and information pertaining to the selected child(ren) pre-fills the Children to be Placed group box as well as the Case Name field. The date on which the CPS Placement Request page is initially activated pre-fills the Request Date field.

The CPS Placement Request page is used by workers to request an out-of-home placement from the Out of Home Care Unit, who can access the Reservation page of *PM06: Reservation* to reserve a slot with a service provider. While the documentation of a placement provision does not need to go through the request process, the CPS Placement Request page facilitates provider selection and bed reservation ahead of time, thereby accommodating a smoother and more efficient placement planning process.

The worker may indicate whether the placement request is for a sibling group or for a single child by checking the 'This Is a Placement Request for Sibling Group' checkbox. The selection of this checkbox does not drive any other placement-related process. Its purpose is to visually communicate information to other workers that access this page.

Even though the actual placement of each child identified in the Children to be Placed group box needs to be arranged on an individual basis (i.e. the Placements and Services page, which is used to document the placement of a child, must be accessed once for every child identified in the Children to be Placed group box), a worker making a placement request for a sibling group can indicate which child's placement needs should be considered first by selecting the 'Primary' checkbox associated with that child's name. When one of the Primary checkboxes is selected, the Text option in the Options dropdown field is enabled, and the requesting worker may document the specific placement needs of the primary child in a blank Word text template.

Once the worker has entered the appropriate information into the 'Request Information' and 'Children to be Placed' group boxes, s/he should check the Worker checkbox in the Worker/Matcher group box. Once checked, the name of the worker making the request, as well as that worker's office and phone number, automatically populates the Worker/Matcher group box. This information provides any other worker who might be involved in the placement process with the necessary contact information in the event that there are questions concerning the request. The requesting worker leaves the Matcher record blank. In order to begin the matching process, the worker selects the radio button associated with a child in the Children to be Placed group box, and then clicks the Insert button, which accesses the Provider Organization Search Common Application Function. After identifying one or more providers and exiting the Search page, the selected provider(s)'s information is automatically brought back to the CPS Placement Request page, where it populates the Potential Matches group box.

Once the requesting worker has detailed the nature of the request, he/she clicks on the Save command button to save the placement request in the electronic case record of the Case identified in the Case Name field. The worker may then send an electronic mail message to

the out of home care placement specialist explaining that a placement request has been made for one or more children.

Once an out of home care placement specialist is assigned to the case, s/he accesses the appropriate CPS Placement Request page via the Desktop and checks the Matcher check box in the Worker/Matcher group box. Once checked, the name of the out of home care placement specialist, as well as that worker's office and phone number, automatically populates the appropriate record in the Worker/Matcher group box. This information provides contact information in the event that there are questions concerning the placement reservation(s).

After determining with which provider the selected child will be placed, the out of home care worker highlights the child and the provider by selecting their associated radio buttons, selects the Reserve option from the Options dropdown field, and then clicks the Go button. This activates the Reservation page of *PM06: Reservation*, from which the placement worker can reserve a slot with the identified provider. To document whether or not the provider has accepted the child for service provision, the out of home care placement specialist may choose an appropriate value in the Acceptance field associated with the provider's record on the CPS Placement Request page. This information is critical in determining which service providers routinely reject eligible children.

The provider identification and reservation process can then be repeated for any other child listed in the Children to be Placed group box. When the needs of every child listed in the Children to be Placed group box have been addressed, the out of home care placement specialist sends an electronic mail message to the worker identified in the record associated with the Worker check box in the Worker/Matcher group. The message informs the requesting worker that the child(ren) identified in the CPS Placement Request page may be placed with the provider(s) identified in the CPS Placement Request page.

After placing a child, the requesting worker may return to the CPS Placement Request page, and choose the Place option in the Options dropdown field to access the Out-Of-Home Placement page to document the placement. At any time, the worker may view a child's placement status in relation to a particular provider by examining the value in the Status field in the Potential Matches box. The values in this field are system derived based upon whether a reservation has been made with a particular provider via the Reserve Bed page or whether a placement with a provider has been documented through the Out-Of-Home Placement page.

#### **1.2.1.2. Page Information**

**Box:** Request Information

**Fields:** Case Name: Name of the case in which a placement is needed; system derived text field from the Create Case Work page; not user modifiable; disabled.

Disposition: The result of the placement request process; user selected drop down list; user editable; required; defaults to Pending.

This Is a Placement Request for a Sibling Group:

		Indication of whether the placement request is for a sibling group; user selected check box; required; defaults to not checked
Request Date:		Date on which the request is initiated; system derived date field; not user modifiable; disabled.
Placement Needed:		Date on which the placement that is being requested is needed; user-entered date field; required.
Estimated End Date:		Date on which the placement being requested is estimated to end; user-entered date field; not required.
<b>Box:</b>	Children to be Placed	
<b>Fields:</b>	Child:	Name(s) of the child(ren) needing placement; system derived text field from the Create Case Work page; not user modifiable; disabled.
	Age:	Age(s) of the child(ren) needing placement; system derived text field from the Person table; not user modifiable; disabled.
	Gender:	Gender(s) of the child(ren) needing placement; system derived text field from the Person table; not user modifiable; disabled.
	Ethnicity:	Ethnicity of the child(ren) needing placement; system derived text field from the Person table; not user modifiable; disabled and grayed out; not user modifiable; disabled.
	City:	City associated with the primary address of the child(ren) needing placement; system derived text field from the Address table; not user modifiable; disabled.
	Primary:	Specification of the child whose needs should be considered first when a sibling group is being placed; only one Primary check box may be selected; user selected check box; required, defaults to not checked.
<b>Box:</b>	Potential Matches	
<b>Fields:</b>	Provider:	Name of the potential provider with whom the child selected in the Children to be Placed group box might be placed; system derived text field from the Provider Organization table via a Provider Organization Search; not user modifiable; disabled.
	City:	City in which the associated provider is located; system derived text field from the Address table; not user modifiable; disabled.

Phone:	Phone number of the associated provider; system derived alpha-numeric field from the Address table; not user modifiable; disabled.
Status:	Indication as to whether there has been a reservation or an actual placement made with the associated provider for the child selected in the Children to be Placed group box; default value is Pending; system derived text field from the Bed Reservation table (possible values are Pending, Reserved, or Placed); not user modifiable; disabled.
Expiration:	Expiration date of a placement reservation made with the associated provider; system derived date field from the Bed Reservation table; not user modifiable; disabled.
Acceptance:	Specification of whether the associated provider has accepted a placement reservation for the child; user selected drop down list (values are Pending, Accepted, or Rejected by Family, Rejected by Staff); these values are selected by the out of home care placement specialist and may not be changed by the case worker; not user modifiable for the case worker; disabled.
<b>Box:</b>	Worker/Matcher
<b>Fields:</b>	
Worker:	Checkbox used to retrieve identifying information about the worker who is making the placement request; user selected check box; required; defaults to not checked
Date:	Date on which a worker checks the associated check box; system derived date field; not user modifiable; disabled.
Name:	Name of the worker who checks the associated Worker check box; system derived text field from the Person table; not user modifiable; disabled.
Office:	Office in which the worker who checks the associated Worker check box works; system derived text field from the Worker table; not user modifiable; disabled.
Phone:	Phone number of the worker who checks the associated Worker check box; system derived alpha-numeric field from the Worker table; not user modifiable; disabled.
Matcher:	Check box used to retrieve identifying information about the worker who is matching the placement request with a provider; user selected check box; required; defaults to not checked.
Date:	Date on which a worker checks the associated Matcher check box; system derived date field; not user modifiable; disabled.

Name:	Name of the worker who checks the associated Matcher check box; system derived text field from the Person table; not user modifiable; disabled.
Office:	Office in which the worker who checks the associated Matcher check box works; system derived text field from the Worker table; not user modifiable; disabled.
Phone:	Phone number of the worker who checks the associated Matcher check box; system derived alpha-numeric field from the Worker table; not user modifiable; disabled.
<b>Buttons:</b>	
Save:	Standard save processing.
Close:	Standard close processing.
Insert:	Accesses the Search Provider Service Common Application Function; available to both the case worker and the out of home care placement specialist.
Options > Service...:	Accesses the Search Provider Service Common Application Function; available to both the case worker and the out of home care placement specialist.
Options > Reserve...:	Accesses the Reservation window of <i>PM06: Reservation</i> ; only available to the out of home care placement specialist.
Options > Place...:	Accesses the Out-Of-Home Placement window; only available for the case worker.
Options > Text...:	Accesses a blank Word text template.

### 1.2.1.3. Background Processing:

- The Estimated End Date field entered on the CPS Placement Request page pre-fills into the Estimated End Date field on the OH Placement page when the placement is created via the Place option in the Options dropdown field.
- If a worker attempts to place a child from the CPS Placement Request page but has an inappropriate service type selected for the age of the child, the following edit message appears once the worker clicks Place in the Options dropdown field and then clicks the Go button: “Please verify that selected Service Type is appropriate for the age of the Child to be placed.”
- When a case worker attempts to place a child that has been given a status of “Rejected by Family” or “Rejected by Staff” by the OHC worker, the following edit message appears: “The Provider you have chosen has not been Accepted by the Out of Home Care Unit. Please choose a Provider that has a Status of "Accepted."”

- When attempting to place a child from the CPS Placement Request page before the page has been saved, the following edit message appears: “Placement Request information must be saved before placing the child. Save changes?”
- When an OHC worker attempts to reserve a bed for a child before the CPS Placement Request page has been saved, the following edit message appears: “Placement Request information must be saved before reserving a bed for the child the child. Save changes?”
- When attempting to place a child from the CPS Placement request page, if the child’s age or gender has not been documented, the following edit message appears: “The Child’s Age or Gender must be documented before placing the child. Please enter this information via Person Management.”
- The information displayed in the Potential Matches group box is specific to the child whose radio button is selected in the Children to be Placed group box.
- The Text option under the Options dropdown field is enabled only when a Primary check box in the Children to be Placed group box is checked.
- Only one Primary checkbox may be checked.
- The Reserve... and Place... options under the Options dropdown field are enabled only when a record is created in the Potential Matches group box. Additionally, the Reserve option is only available to the job class associated with the out of home care unit, and the Place option is only available to the job class associated with the case worker. Once an out of home care placement specialist has identified an acceptance status for a potential provider, it cannot be changed by the case worker. The case worker must place the child with the provider that the out of home care placement specialist has accepted.
- The values in the Status field in the Potential Matches group box are updated when a bed reservation has been made through the Reservation page of *PM06: Reservation* for the associated provider, or when a placement has been documented through an associated Out-Of-Home Placement page.
- When this page is accessed via the Out-Of-Home Placement page (by selecting the View Request option under the Options dropdown field on the Out-Of-Home Placement page and then clicking the Go button), all of the options under the Options dropdown field are disabled.
- In create mode, the following field must contain information before the data specified in the page can be saved:
  1. Placement Needed field
  2. Disposition field
  3. All checkboxes are required fields and default to not-checked.



**1.2.1.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Information in the 'Children to be Placed' group box is saved to the Link\_Part table.
- Information in the 'Potential Matches' group box is saved to the Bed Reservation table. ID\_Request, ID\_Provider\_Org, and ID\_Business are the fields that are modified.
- Identifying information in the 'Worker/Matcher' group box is saved to the ID\_Person\_Worker and ID\_Person\_Matcher fields on the Placement Request table.

**1.2.1.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>elte</b>
PERSON		X		
ADDRESS		X		
BED_RESERVATION	X	X	X	
CASE_PART		X		
LINK_PART	X	X	X	X
PLACEMENT_REQUEST	X	X	X	
PROVIDER_ORG		X	X	
PROVIDER_SERVICE		X	X	
SERVICE_TYPE		X		

### 1.2.2. Page – Placements and Services (OH Placements)

**Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Brooks, Brad Case Name: Brooks, Brenda Request Number:

**Service** **Provider**

**Placement Begin**

**Placement Begin Date:** 01/01/2004 **Placement End Date:** 00/00/0000

**Date Removed from his/her home:** 01/01/2004 **Estimated End Date:** 00/00/0000

**VPA Date:** 00/00/0000 **County:** Milwaukee

☐ This is a CPS Non-Conforming Placement **Service Category:** Foster Home - General License

☐ This is an Adoptive Placement **Service Type:** F.H. - Gen. License 5-11

[Removal Reasons](#) **Placement Status:** Fstr Fam Hm (Non-Rel)

Does the agency have legal responsibility of the child at the time of removal?  
☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer **Child Specific Rate:** \$0.00

☐ This is an Emergency Situation **Current Basic Rate:** \$329.00

☐ After Hours Placement **Administrative Fee:** \$0.00

**Exceptional Amount:** \$0.00 **Supplemental Points:** [Supplemental Points](#)

**Supplemental Points Amount:** \$0.00 **Current Total Monthly Payment:** \$329.00

Options:

Done Local intranet

#### 1.2.2.1. Page Overview

##### Navigation

In order to create a placement, this page can be accessed in many different ways. One way workers access this page is by choosing the Place option in the Options dropdown field on the CPS Placement Request page, and then clicking the Go button. This page can also be accessed directly via the Create Case Work page, by selecting the Out of Home Placement value in the Placement dropdown field, and then selecting a case and a participant. This page can also be accessed from the desktop by finding the appropriate case in the Cases Outliner, clicking the Case icon, clicking the Placement/Services Icon, and then selecting the appropriate Out-of-Home Placement hyperlink.

##### Page Summary

Regardless of the method used to activate the page, the Child and Case Name fields in the Child group box pre-fill based upon the information specified in the page that is used to access the Placements and Services page. If this page is accessed via the Place...option in the Options dropdown field on the CPS Placement Request page, then the Request Number field

is pre-filled with the unique ID of the associated CPS Placement Request. Otherwise, this field is empty.

The Placements and Services page is used by workers to record information pertaining to the placement of a DHFS child. After a child is placed, the worker uses the Out-Of-Home Placement page to document the specific details of the placement and of the provider, as well as the circumstances under which the placement was made. The page contains two tabs labeled Service and Provider. There are four pop-up pages that are launched from the Service Tab. They are the Removal From Home Reasons, the CPS Non-Conforming Reasons, Service Ending, and Supplemental Points pop-up pages. There is one pop-up page, the Placement Notification page, launched from the Provider tab.

#### **1.2.2.2. Page Information**

**Box:** Child

<b>Fields:</b> Child:	Name of the child for whom the placement was made; system derived from the Create Case Work page or from the CPS Placement Request page; not user modifiable; disabled and grayed out.
Case Name:	Name of the case associated with the person identified in the Child field; system derived from the Create Case Work page or the CPS Placement Request page; not user modifiable; disabled and grayed out.
Request Number:	If applicable, the unique ID of the associated CPS Placement Request page; system derived; not user modifiable; disabled and grayed out.

#### **1.2.2.3. Background Processing**

- Background processing is described following the sections on Service Tab and Provider Tab.

#### **1.2.2.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Information is saved to the following tables: BED\_RESERVATION, CAN\_TEXT\_EVENT, ELIGIBILITY, ELIG\_REDET, EPISODE, LINK\_PART, PAN\_TEXT\_EVENT, PLACEMENT\_REQUEST, TICKLER
- The Permanency Plan Review tickler is created based on the Placement Begin Date of the Out of Home Placement. Tickler is set to remind worker that a Permanency Plan Due is due six months from the Placement Begin Date.

**1.2.2.5.        CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>elte</b>
ADDRESS		X		
BED_RESERVATION	X	X	X	
CAN_TEXT_EVENT	X			
CASE_PART		X		
ELIGIBILITY	X	X	X	
ELIG_REDET	X	X	X	
EPISODE	X	X	X	
LINK_PART	X	X	X	X
PAN_TEXT_EVENT	X			
PERSON		X		
PLACEMENT_REQUEST		X	X	
PROVIDER_ORG		X		
PROVIDER_SERVICE		X		
SERVICE_TYPE		X		

## 1.2.3. Tab – Service

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Child**  
Child: Young, Maryanne Case Name: Young, John Request Number: 9221004

**Service** **Provider**

**Placement Begin**

**Placement Begin Date:** 03/02/2005 **Placement End Date:** 00/00/0000  
**Date Removed from his/her home:** 03/02/2005 Estimated End Date: 00/00/0000  
VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement  
☐ This is an Adoptive Placement  
**Service Category:** Foster Home - General License  
Service Type: F.H. - Gen. License 5-11  
**Placement Status:** Fstr Fam Hm (Non-Rel)

[Removal Reasons](#)  
Is the child under a court dispositional order and placed outside the home under this order in the last six months?  
☐ Yes ☒ No ☐ N/A  
Child Specific Rate: \$0.00  
Current Basic Rate: \$329.00  
Administrative Fee: \$0.00  
Exceptional Amount: \$0.00  
Supplemental Points: 36 [Supplemental Points](#)  
Supplemental Points Amount: \$324.00  
Current Total Monthly Payment: \$653.00

☐ Create IV-E Eligibility Record for Child  
☐ This is an Emergency Situation  
☐ After Hours Placement

Options:

Done Local intranet

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Young, Maryanne Case Name: Young, John Request Number: 9221004

Service	Provider
months? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="checkbox"/> Create IV-E Eligibility Record for Child <input type="checkbox"/> This is an Emergency Situation <input type="checkbox"/> After Hours Placement	Administrative Fee: \$0.00 Exceptional Amount: \$0.00 Supplemental Points: 36 <a href="#">Supplemental Points</a> Supplemental Points Amount: \$324.00 Current Total Monthly Payment: \$653.00

**Child Removal From Home Information**  
**Manner:** Voluntary **Primary Caretaker:** John Young  
**Caretaker Structure:** Single Male **Secondary Caretaker:**

**KIDS Referral**  
**KIDS Referral**  
 Is this referral in the best interest of the child? Yes No  
 Is this placement expected to be long term? Yes No  
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? Yes No

Options: Go Save Close

Done Local intranet

### 1.2.3.1. Tab Overview

The Service Tab consists of three group boxes labeled Placement Begin, Child Removal From Home Information, and KIDS Referral. This tab is used to document the circumstances surrounding the placement of a DHFS child. If this page is accessed through the CPS Placement Request page, then the Estimated End Date, Service Category, and Service Type fields are pre-filled with the information identified through the provider/child matching process on the CPS Placement Request page.

For AFCARS reporting requirements, the worker must document the placement setting of the child. This information is recorded in the Placement Status field in the Placement Begin group box.

The worker then records the date on which the placement began, the date on which a placement agreement was signed, and the estimated end date of the placement (if not already known from the CPS Placement Request page). The date specified in the Placement Begin Date field marks the starting date used in the calculation of payments made to the provider specified on the Provider tab.

The Child Specific Rate field is enabled only for specific service types. If a service type is chosen that is always associated with a predetermined rate, then this field remains empty.

The County field in the Placement Begin group box pre-fills with the county of the worker creating the placement and is disabled. This additional functionality prohibits the creation of placements outside of the worker's own county. An edit exists which allows workers having the location of State or Milwaukee to select their location. This also applies to the unit of BMCW Adoptions. The Service Category and Service Type drop-down fields filter based on the county of the worker allowing the selection of only those Service Categories and Service Types available for the worker's county.

By using the three checkboxes in the Placement Begin group box, the worker may describe whether the placement is an adoptive placement, an emergency situation, or an after-hours placement. The answer to the checkbox, "This is a CPS non-conforming placement" is system derived based upon two sources. The first source is information concerning the provider that is already known to eWiSACWIS (such as provider capacity and location information). The second source is information that is specified by the worker in the Non-Conforming Reasons pop-up page, which is accessible through the Non-Conforming Reasons selection in the Options dropdown field.

Supplemental points and Supplemental and Exceptional amounts are saved to Out of Home Placement records after a Rate Setting record is approved (see the Rate Setting window in this topic paper for more information). The points/amounts will be saved to the child's open, approved Out of Home Placement. The points/amounts will, however, NOT be saved to the child's open, approved Out of Home Placement if the Placement Service Type is Wraparound. For Wraparound placements, the points and amounts will be displayed but not saved to the placement record. Additionally, the points and amounts will be saved to new Out of Home Placements from the most recently approved Rate Setting record if the new placement record has the same provider as the most recently approved Rate Setting record.

The Date Removed from his/her Home field captures the date on which the child was physically removed from the home. This date is determined by the system. This could be prior to the Placement Begin date or the same as the Placement Begin date. If the placement being created is indeed the child's first placement, the system sets the Date Removed from his/her Home field to be the same as the Placement Begin Date, and the field can be modified if needed. This new field will drive the requirement of Removal from Home Information. For a child's initial out of home placement, when the Begin Date is entered, the Removal From Home Reasons pop-up is automatically launched. Here the worker can document why a child was removed from the home. Upon returning to the Service tab from the Removal from Home Reasons pop-up page, the four fields in the Child Removal From Home Information group box are enabled, allowing the worker to specify information describing the manner of the child's removal. The worker can also specify the at-home living arrangement of the child prior to the removal. The Removal from Home Reasons pop-up may also be accessed at any time through the Removal Reasons hyperlink on the Service tab.

The Date Child Removed from Home records the date on which the child was removed from home for the particular placement episode. This field will be user entered and required in the following situations:

- This is the child's first Placement in WiSCWIS
- The child's Previous Placement in WiSACWIS was a Discharge Placement (EPISODE.fl\_plcm\_dsch = Y)
- All of the previous placements were in a Kinship Voluntary Placement Status or were ended for Reasons of "Placement Made in Error"

When the user enters the removal date and saves the placement, the placement record will be flagged as a Removal Placement (EPISODE.fl\_rmvl = Y). Also, this date must be after the end date of the Discharge Placement (EPISODE.dt\_end). When a placement is a Removal Placement, the following become enabled and required:

- Child Removal From Home Information Group Box (Secondary Caretaker defaults to disabled, however becomes enabled/required based on the value selected in the Manner field)
- Removal Reasons pop-up window

If the worker subsequently selects a Placement Status of "Kinship Care – Voluntary", all removal information will be removed from the placement. This Placement Status does not require removal information.

If the child's new placement is NOT a Removal Placement, the removal date is pre-filled with the removal date from the child's most recent removal placement.

If the Out of Home Placement is Not Approved, the removal date is set to equal the placement begin date, the removal from home flag is set to N/A and the values for removal reasons and the removal from home information group box are both set to null.

In order to view information relating to the request for this placement, the worker may at any time access the associated CPS Placement Request page through the View Request option in the Options dropdown field. If the CPS Placement Request page was not used to access the Out-Of-Home Placement page, then the View Request option is not displayed in the Options dropdown field.

The information under the KIDS Referral expando is used to determine whether or not the information regarding this Out of Home placement should be referred to the Wisconsin child support computer system known as KIDS (Kids Information Data System). KIDS assists child support staff with collecting support and establishing paternity (legal fatherhood).

The KIDS Referral expando is comprised of the KIDS Referral group box and three questions; "Is this referral in the best interest of the child?," "Is this placement expected to be long term?," and "Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?" Each of the three questions has corresponding "Yes" and "No" radio buttons.

The referral is made to the KIDS system if either of the following is true.

- (1) The question "Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?" is answered "Yes."
- (2) The first two questions in the KIDS Referral group box are answered "Yes".



Detailed information concerning the KIDS batch processing may be found in the FM07 Topic Paper.

After the worker has finished documenting information on this tab and on the Provider tab, he/she must select the Approval option in the Options dropdown field to seek supervisory approval for the Placement via the Approval History page. If the placement is a non-conforming placement, then a pop-up message appears asking the following question: “You are about to approve a non-conforming placement. Continue?”

When the worker wants to document the ending of a placement, he/she accesses the Service Ending pop-up page through the Placement Ending option in the Options dropdown field. Information specified in this pop-up automatically pre-fills the Placement End Date field in the Placement Begin group box. Once entered, this date is the date used in the calculation of payments to the provider specified on the Provider tab. At any time before supervisory approval, the worker may select the Text option in the Options dropdown field to document narrative in an associated Microsoft Word text template.

#### **1.2.3.2. Tab Information**

**Box:** Placement Begin

**Fields:** Placement Begin Date:

Date on which the placement began, and date on which payments to the identified provider begin; user entered date field; will accept current date or past dates up to 125 years prior to today’s date; will not accept future dates; required.

Related AFCARS/NCANDS Elements and Definitions:

AFCARS Foster Care #18 – Date of First Removal from Home

AFCARS Foster Care #21 – Date of Latest Removal from Home

AFCARS Foster Care #23 – Date of Placement in Current Foster Care Setting

AFCARS Foster Care #24 – Number of Previous Placement Settings During this Removal Episode

NCANDS #55 – Removal Date

Date Removed from his/her Home:

Date of Child’s Initial Removal from Home. If the child has no previous Out of Home Placements, or the child’s prior Out of Home Placement has a discharge reason and the discharge flag is set to ‘Y’, the worker must enter a value in this field. The field is pre-filled with the Placement Begin Date when this date is entered, and becomes editable after the date is entered. If the child has an existing out of home placement without a discharge reason, and the

discharge flag is set to N or N/A, the date field is disabled and pre-filled with the removal date from the prior episode.

**Note:** For both situations, placements with an end reason of "Placement Made in Error" are not considered a prior placement; required.

Related AFCARS/NCANDS Elements and Definitions:

AFCARS Foster Care #18 – Date of First Removal from Home

AFCARS Foster Care #19 – Total Number of Removals from Home to Date

AFCARS Foster Care #21 – Date of Latest Removal from Home

AFCARS Foster Care #24 – Number of Previous Placement Settings During this Removal Episode

NCANDS #55 – Removal Date

VPA Date: Date on which a placement agreement was signed for the placement that is being documented; user-entered date field; not required.

This is a CPS non-conforming placement:

Indication as to whether the CPS placement being documented is a non-conforming placement; system derived from the Provider Organization and Provider Service tables, or from the reasons specified in the Social Worker Determined group box on the CPS Non-Conforming Reasons pop-up page. Required checkbox, defaults to not checked.

This is an Adoptive Placement:

Indication as to whether the placement being documented is an adoptive placement; user-selected checkbox; required, defaults to unchecked.

**Is the child under a court dispositional order...?:**

Specification of whether the state has legal responsibility of the child at the time of removal. Is enabled only when placement is child's initial out of home placement; otherwise disabled; user selected radio buttons (Yes or No or N/A); defaults to blank; required.

Create IV-E Record for Child:

Selecting this checkbox tells the system to look for an existing Title IV-E Eligibility record for this child that is

open and not voided. If it does not find an Eligibility record it will create one. Note that the creation of the Eligibility record is only executed for the initial Save on this page. After the initial save of the record, checking the box has no effect. User-selected checkbox; not required; defaults to not checked.

This is an Emergency Situation:

Indication as to whether the placement being documented is an emergency situation; user-selected checkbox; required; defaults to not checked.

After Hours Placement:

Indication as to whether the placement being documented is an after hours placement; user-selected checkbox. The worker may select corresponding after hours values from the Placement Status drop down; defaults to not checked.

Placement End Date: Date on which the placement ends; system derived date field from the Service Ending pop-up page; not user modifiable; disabled until Service Ending is entered.

Estimated End Date: Date on which the placement is estimated to end; if the page is accessed through the CPS Placement Request page, this field is system derived from information specified in the Estimated End Date field of the associated CPS Placement Request page; otherwise, this field is a user entered date field; not required.

County: County of the worker creating the Out-of-Home Placement; this field is system derived with the county of the worker creating the placement; disabled and not user modifiable. This additional functionality prohibits the creation of placements outside of the worker's own county.

Service Category: Category of service in which the child specified in the page header is placed; this field is used to narrow down the options available to the worker in the dropdown list associated with the Service Type field; user-selected dropdown list filters based on the worker's county; required.

Service Type: Type of service in which the child specified in the page header is placed; user-selected dropdown list filters based on the worker's county and the Service Category selected; required.

Placement Status: Specification of the setting in which the child named in the Child field in the page header is placed; user-selected dropdown list; required. This field is filtered based on the

selected Service Category. AFCARS and non-AFCARS values are identified.

Related AFCARS Element and Definition:

AFCARS Foster Care #41 – Placement Setting (Current)

Child Specific Rate: The rate of the placement being documented; user-entered currency field only for specific service types (for all other service types, this field is disabled and grayed out).

Current Basic Rate: For open out of home placements displays the Basic Rate amounts. For services with a daily rate, the daily rate will be displayed. For closed placements displays “Historic Basic Rate” and amount.

Supplemental Points: Number of supplemental points calculated for this placement; system derived from the Foster Care Rate Setting page for the child in placement; used in calculating payments; If supplemental points change during an out of home placement, payments will be calculated based on the current Supplemental Points values. Any retro-active payments can be requested through a Payment Request. (*See FM01 – Process Payments.*) Not required.

Supplemental Points Amount:

Dollar value of the supplemental points indicated. Pre-filled from the appropriate fields in the Foster Care Rate Setting page for the child in placement; not user-editable; not required.

Administrative Fee: Dollar amount of administrative fee, if any; used in calculating payments; user-entered currency field; not required.

Exceptional Amount: Dollar amount of exceptional amount, if any; used in calculating payments; pre-fills from the appropriate field in the Foster Care Rate Setting page for the child in placement. Payments will be calculated based on the current Supplemental Points values, and any retro-active payments can be requested through a Payment Request. (*See FM01 – Process Payments.*)

Current Total

Monthly Payment: For open out of home placements displays a sum of Administrative, Exceptional, Supplemental, and Basic amounts. For services with a daily rate, the daily rate will be used in the calculation. For closed placements displays “N/A”.

**Box:** Child Removal From Home Information

<b>Fields:</b>	<b>Manner:</b>	<p>The manner in which a child was removed from home; user-selected dropdown list; enabled and required if the Date Removed field is required.</p> <p>Related AFCARS Element and Definition:</p> <p>AFCARS Foster Care #25 – Removal from Home (Manner of Removal for Current Placement Episode)</p>
	<b>Caretaker Structure:</b>	<p>Structure of the caretaker constellation from which a child was removed; user-selected dropdown list; enabled and required if the Date Removed field is required.</p> <p>Related AFCARS/NCANDS Elements and Definitions:</p> <p>AFCARS Foster Care #44 – Caretaker Family Structure</p> <p>NCANDS #17 - Living Arrangement</p>
	<b>Primary Caretaker:</b>	<p>Identification of the primary caretaker of the child named in the Child field in the page header; user-selected dropdown list; enabled and required if the Date Removed field is required.</p>
	<b>Secondary Caretaker:</b>	<p>Identification of the primary caretaker of the child named in the Child field in the page header; user-selected dropdown list; cannot be a duplicate value of Primary Caretaker; enabled and required if the Date Removed field is required and the Caretaker Structure field is Married Couple or Unmarried Couple; enabled if the Date Removed field is required and the Caretaker Structure field is Unable to Determine; disabled if the Date Removed field is required and the Caretaker Structure field is Single Male or Single Female.</p>
<b>Box:</b>	<b>KIDS Referral</b>	
<b>Fields:</b>	<b>Is this referral in the best interest of the child?</b>	<p>Indication of whether or not the referral is in the best interest of the child; user selected radio buttons (Yes or No); defaults to No; required.</p>
	<b>Is this placement expected to be long term?</b>	<p>Indication of whether or not the placement is expected to be long term; user selected radio buttons (Yes or No); defaults to No; required.</p>
	<p>“Is the worker aware of a court order for child support <u>OR</u> is this otherwise an appropriate case to refer for child support services?”</p>	

Indication of whether or not the worker is aware of a court order for child support; user selected radio buttons (Yes or No); defaults to No; required.

**Buttons:**    Save:                      Standard Save processing.  
                  Close:                     Standard Close processing.

#### **1.2.3.3.            Background Processing:**

- The date entered into the Placement Begin Date field cannot be a future date.
- The date entered into the Estimated End Date field cannot be a past date.
- Placement Begin Date must precede Placement End Date.
- Placement Begin Date should be within 125 years of current date.
- The Date Child Removed from Home records the date on which the child was removed from home for the particular placement episode. This field will be user entered and required in the following situations:
  - This is the child's first Placement in eWiSACWIS
  - The child's Previous Placement in eWiSACWIS was a Discharge Placement
  - All of the previous placements were in a Kinship Voluntary Placement Status or were ended for Reasons of "Placement Made in Error"
  - When the user enters the removal date and saves the placement, the placement record will be flagged as a Removal Placement
- Date Removed from his/her Home cannot be greater than Placement Begin Date.
- Date Removed from his/her Home cannot be less than Placement End Date for a previous OHP where the child's placement was discharged from all placements.
- When a placement is a Removal from Home Placement, the following become enabled and required:
  - Child Removal From Home Information group box (secondary caretaker is only required if the Caretaker Structure field is Married Couple or Unmarried Couple)
  - Removal Reasons pop-up page
- The fields in the Child Removal from Home Information group box are enabled only when the system has determined that this is the child's initial out of home placement.
- When creating or opening a saved, but not approved placement window, determine if the Date Removed field is required by searching for the child's most recent episode prior to the current placement begin date, by Child's ID:

*Search for prior OHP -*

- For Child's ID
- Prior to current OHP Begin Date
- With an End Reason NOT Placement Made in Error
- AND Placement Status NOT Kinship – Voluntary

*If there is NO discharge for the prior OHP, (EPISODE.plcm\_dschn = null or EPISODE.fl\_dschn = 'N' or 'U'):*

*Or if the current OHP has a Placement Status of Voluntary Kinship*

- For the current OHP –
  - Disable the field EPISODE.dt\_rmvl.
  - Pre-fill with EPISODE.dt\_rmvl from the prior episode's EPISODE.dt\_rmvl.
  - Set EPISODE.fl\_rmvl = 'N'.
  - Disable the Child Removal from Home information group box.
  - Disable Removal Reasons pop-up window.

*If there IS a discharge in the prior OHP (EPISODE.plcm\_dschn <> null and EPISODE.fl\_dschn = 'Y'):*

- For the current OHP –
  - If the window has NOT been saved –
    - Disable the EPISODE.dt\_rmvl field
    - Enable the field once the Placement Begin Date has been entered.
    - Make the EPISODE.dt\_rmvl field mandatory.
  - If the window HAS been saved, but not approved –
    - Make the EPISODE.dt\_rmvl user-editable and required.

*For a child with NO prior OHP (no records found):*

- If the window has NOT been saved -
  - Disable EPISODE.dt\_rmv1.
  - Enable EPISODE.dt\_rmv1 when Placement Begin Date is entered.
  - Make EPISODE.dt\_rmv1 mandatory.
- If the window HAS been saved, but not approved:
  - Make EPISODE.dt\_rmv1 user-editable and required.

*If the worker changes the Placement Status of the Current OHP to Voluntary Kinship Placement (EPISODE.cd\_plcm\_setng = 13):*

- Disable EPISODE.dt\_rmv1.
- Set begin date = removal date of placement.
- Set EPISODE.fl\_rmv1 = 'U'.
- Disable and make null the Child Removal from Home information group box.
- Disable and set all removal reasons flags = 'N' on Removal Reasons pop-up box.

*If the worker changes the Placement Status of the Current OHP from Voluntary Kinship Placement (EPISODE.cd\_plcm\_setng = 13):*

- Determine if Date Removal field is required by following *Search Prior OHP* processing from above.

*When the Date Removed field is required, process as follows:*

- When the worker leaves the Placement Begin Date field,
  - Display pop-up message stating: "The Date Removed field is set to the Placement Begin Date. Please change as necessary."
  - Set EPISODE.dt\_rmv1 = EPISODE.dt\_bgn.
  - Set EPISODE.fl\_rmv1 = 'Y'.
  - Pop-up Removal Reasons pop-up window and follow existing processing for Removal Reasons.
  - After the worker enters information in the Removal Reasons pop-up window and closes the window, set the cursor in the Manner field of the Child Removal from Home group box.
- The Service Category and Service Type fields filter based on the county of the worker creating the Out-of-Home Placement.
- The Placement Status dropdown filters based on the selected service category as follows:



- For a given service category, where CODE\_DESC.id\_grp = 'SRVCTGRY', the field value CODE\_DESC.tx\_desc\_typ links to the field CODE\_DESC.cd\_cdsc\_type where CODE\_DESC.id\_grp = 'PLCMSTNG'.
- Furthermore, the placement status determines the reimbursement category of each service type (via the associated service category) based on the CODE\_DESC.cd\_cdsc\_type field value where CODE\_DESC.id\_grp = 'PLCMSTNG'. The field CODE\_DESC.tx\_desc\_typ gives the textual name of the reimbursement category.
- If the worker attempts to save the placement and the system has determined that the placement is a Non-Conforming placement, the following message appears: "You are about to create a Non-Conforming Placement. Continue?"
- When a Provider is returned to the Provider tab, and the worker changes the Service Category and Type on the Service tab, the following message displays: "Changing the Service Type will reset all Provider information. Proceed with change?"
- If the worker selects an inappropriate Service Type for the child (i.e., selecting Foster Home - General (0-4 yrs.) when the child is 6), upon leaving the field, the following message is displayed "Please verify that selected Service Type is appropriate for the age of the Child to be placed."
- If the worker selects a Service Type with a Child Specific Rate, the following message is displayed "The service type you selected is paid based on a child specific rate. Any exceptional, supplemental or administrative amounts will be deleted."
- If the worker attempts to place a child that does not have his/her gender or age recorded in the system, the following message appears: "The Child's Age and Gender must be documented before placing the child."
- For a child's initial out of home placement (determined by the system), if the worker doesn't identify any removal reasons for the child, the following message will display upon saving the page: "Please document Removal from Home reasons for the placement."
- If the worker selects the same person in the Primary Caretaker and Secondary Caretaker fields in the Child Removal from Home Information group box, the following message is displayed upon saving the page: "Primary Caretaker and Secondary Caretaker cannot be the same Person."
- If the worker attempts to place a child that is currently in placement, the following message displays: "The specified child has already been placed out of home. Save failed."
- If the Out of Home Placement is Not Approved, the placement is ended as a 'Placement Made in Error'. A message confirming the same pops up. If confirmed, the following occurs:
  - Set EPISODE.cd\_end\_rsn = 100
  - Set EPISODE.dt\_end = dt\_bgn

- Set EPISODE.dt\_bgn = dt\_rmv1
  - Set EPISODE.fl\_rmv1 = 'U'
  - Set EPISODE.fl\_plcm\_dsch = 'U'
  - Set all Removal Reasons flags = 'N'
  
  - Set all fields in the Removal Info group box (manner, caretaker structure, etc.) = null
  - The Approval chain of the Service Ending should be completed and set to the worker ID of the worker who 'Not Approved' the Out of Home Placement.
- In create mode, the following fields must contain information before the data specified on this tab can be saved:
    1. Placement Begin Date.
    2. Service Category.
    3. Service Type.
    4. Placement Status.
    5. Questions in the KIDS Referral group box.
  - All checkboxes are required fields and default to unchecked.
  - The answer to the question "Is this referral in the best interest of the child?" in the KIDS Referral group box will toggle a Yes/No flag in EPISODE.fl\_best\_intrst.
  - The answer to the question "Is this placement expected to be long term?" in the KIDS Referral group box will toggle a Yes/No flag in EPISODE.fl\_long\_term.

The answer to the question "Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?" in the KIDS Referral group box will toggle a Yes/No flag in EPISODE.fl\_cs\_court\_ordr.

- When creating or opening a saved, but not approved placement, the system determines if the Date Removed field is required by searching for the child's most recent episode prior to the current placement begin date, by Child's ID:

Searches for prior OHP -

- For Child's ID
  - Episode prior to current OHP Begin Date
  - End Reason NOT "Placement Made in Error"
  - AND Placement Status NOT "Kinship – Voluntary"
- If there is NO discharge for the prior OHP OR if the current OHP has a Placement Status of "Kinship – Voluntary":

For the current OHP –

- The Date Removed from his/her Home field is disabled.

- Date Removed from his/her Home field is pre-filled from the prior episode's Date Removed from his/her Home field.
- Child Removal from Home information group box is disabled.
- Removal Reasons hyperlink is hidden.
- If there IS a discharge in the prior out of home placement for the child:  
For the current OHP –  
If the page has NOT been saved –
  - Removal from his/her Home field is disabled
  - Removal from his/her Home field is enabled once the Placement Begin Date has been entered.
  - Removal from his/her Home field becomes required.If the page HAS been saved, but not approved –
  - Date Removed from his/her Home is user-editable and required.
- For a child with NO prior out of home placement:  
If the page has NOT been saved -
  - Date Removed from his/her Home field is disabled.
  - Date Removed from his/her Home field is enabled when Placement Begin Date is entered.
  - Date Removed from his/her Home field is required.
  - If the page HAS been saved, but not approved:
    - Date Removed from his/her Home field is user-editable and required.
- If the worker changes the Placement Status of the Current out of home placement to "Kinship – Voluntary":
  - Date Removed from his/her Home field is disabled.
  - Removal from his/her Home Date field is set to Placement Begin Date.
  - Child Removal from Home information group box is disabled, and any entered values in this group box are reset to blank.
  - Removal Reasons checkboxes on the Removal Reasons pop-up page are all set to unchecked.
- If the worker changes the Placement Status of the Current out of home placement from Voluntary Kinship Placement, the system determines if the Date Removed from his/her Home field is required by following *Searches for Prior OHP* processing from above.
  - When the Date Removed field is required, process as follows:
    - When the worker leaves the Placement Begin Date field,

- Pop-up message is displayed, stating: “The Date Removed field is set to the Placement Begin Date. Please change as necessary.”
- Date Removed from his/her Home is set to the Placement Begin Date.
- Removal Reasons pop-up page is launched.
- The Child Removal from Home group box is enabled, and the following fields are required: Manner, Caretaker Structure, and Primary Caretaker.
- The Placement Ending selection in the Options dropdown field is enabled only after the placement that is being documented has received supervisory approval.
- The Supplemental Points field is calculated based on the supplemental information entered into a Foster Care Rate Setting. In create mode, the following fields must contain information before the data specified on this tab can be saved:
  6. Placement Begin Date.
  7. Service Category.
  8. Service Type.
  9. AFCARS Placement Status.
- All checkboxes are required fields and default to unchecked.

#### **1.2.3.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Whenever a placement is created, a check is made for non-conforming placements. This involves reading the PROVIDER\_ORG and PROVIDER\_SERVICE tables for the following:
  1. Over capacity edit checks for bed count information on both tables.
  2. Out of state edit checks CD\_REGION field on the PROVIDER\_ORG table.
  3. Greater than two children under two years of age edit adds the value in the QT\_UNDR2\_PLCD field on the PROVIDER\_ORG table with the value in the QT\_PRVD\_PART\_UND2 field on the PROVIDER\_ORG table; the sum of the values in these two fields cannot be greater than two.
- Each field in the Non-Conforming Reasons pop-up corresponds to a flagged field on the EPISODE table.
- Removal from home reasons are saved to the EPISODE table.
- Eligibility information is saved to the ELIGIBILITY and the ELIG\_REDET tables.
- When a worker does an initial approval of an out-of-home placement then clicks save, the following message displays: "Would you like the address of the provider to update the child's current primary address" Yes/No. If the worker selects 'Yes' update the child's

Person Management - Address tab to display the provider address as the current primary residence address. If the worker selects 'No' do not update the Address tab.

- Upon final approval of an out-of-home placement, the following occurs:
  1. When the system determines that this is the initial out of home placement for the child, the system examines the Case Participant table and finds the record in which the values in the ID\_CASE and ID\_PERSON fields are the same as the values for the ID\_CASE and ID\_PERSON fields on the Episode table; the CD\_HOUSEHOLD\_MEMBER flag associated with the appropriate record on the Case Participant table is then switched to “N” because the child has just been placed out-of-home.
  2. The RETRO\_CALC flag is set to “Y”. The FM01 batch process will process the payment and set the flag to “N”.
  3. When the question, “Does the state have legal responsibility of the child at the time of removal?” is answered “Yes”, the system performs a check to see if this child has been discharged from an Out of Home Placement within the past six months. If the child is found to have an Out Of Home placement where the Service Ending Date is less than six months from the Begin Date of the current Out of Home Placement, the system will re-open the eligibility record for this child. If there has not been an Out-of-Home Placement for this child within the past six months, or the answer to the question “Does the state have legal responsibility of the child at the time of removal?” is either “No” or “N/A”, the system will create a new eligibility record for the child.
  4. The county of the worker who created the Out-of-Home Placement saves to cd\_cnty on the Episode table.
  5. If the “Create IV-E Record for this Child” checkbox is checked, the system will look to see if there is an existing Eligibility record for the child that is open and not voided. If, upon the initial save of the placement record, one is not found, the system will create a new Eligibility record for the child. If the checkbox is not checked and the placement is not a removal from home, the system will not perform the search for the existing eligibility record but will create a new eligibility record.

#### 1.2.3.5. CRUD Matrix

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> pdate	<u>D</u> elete
BED_RESERVATION	X	X	X	
CASE_PART		X		
ELIGIBILITY	X	X	X	
ELIG_REDET	X	X	X	
EPISODE	X	X	X	
LINK_PART	X	X	X	X
PERSON		X		

PLACEMENT_REQUEST		X	X	
PROVIDER_ORG	X	X	X	
PROVIDER_SERVICE		X		
SERVICE_TYPE		X		
WORKER		X		

#### 1.2.4. Pop-up - Removal From Home Reasons

**Removal from Home Reasons**

<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Inadequate Housing
<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Child's Behavior Problem
<input type="checkbox"/> Neglect	<input type="checkbox"/> Child's Disability
<input type="checkbox"/> Alcohol Abuse (Child)	<input checked="" type="checkbox"/> Incarceration of Parent(s)
<input type="checkbox"/> Drug Abuse (Child)	<input type="checkbox"/> Death of Parent(s)
<input type="checkbox"/> Alcohol Abuse (Parent)	<input checked="" type="checkbox"/> Caretaker's Inability to Cope
<input type="checkbox"/> Drug Abuse (Parent)	<input type="checkbox"/> Abandonment
<input type="checkbox"/> Unknown-AAFC Conversion	<input type="checkbox"/> Relinquishment

[Continue](#) [Close](#)

##### 1.2.4.1. Pop-up Overview

The Removal from Home Reasons pop-up page consists of one group box labeled Removal from Home Reasons. This group box contains sixteen checkboxes to document the required AFCARS conditions(s) under which a child is removed from his/her home.

The Removal from Home Reasons pop-up page is used to document the reasons surrounding the removal of a child from his/her home. This page is automatically activated when the worker enters a Placement Begin Date, and the system determines that the current placement being created is the child's initial out of home placement. After checking one or more of the conditions explaining why the child was removed from home, the worker clicks the Continue button to return to the Service tab of the Placements and Services page. To access the Removal from Home Reasons page from the Service tab, the worker would select the Removal Reasons hyperlink.

##### 1.2.4.2. Pop-up Information

**Box:** Removal from Home Reasons

<b>Fields:</b>	Physical Abuse:	Specification of whether a removal from home conditions was physical abuse; user selected checkbox; required; defaults to not checked.  Related AFCARS/NCANDS Elements and Definitions: AFCARS Foster Care #26 – Physical Abuse (Alleged/Reported) NCANDS # 20, 22, 24, 26 – Maltreatment Types
	Sexual Abuse:	Specification of whether a removal from home condition was sexual abuse; user selected checkbox; required; defaults to not checked.  Related AFCARS/NCANDS Elements and Definitions: AFCARS Foster Care #27 – Sexual Abuse (Alleged/Reported) NCANDS # 20, 22, 24, 26 – Maltreatment Types
	Neglect:	Specification of whether a removal from home condition was neglect; user selected checkbox; required; defaults to not checked.  Related AFCARS/NCANDS Elements and Definitions: AFCARS Foster Care #28 – Neglect (Alleged/Reported) NCANDS # 20, 22, 24, 26 – Maltreatment Types
	Alcohol Abuse (child):	Specification of whether a removal from home condition was alcohol abuse by the child; user selected checkbox; required; defaults to not checked.  Related AFCARS/NCANDS Elements and Definitions: AFCARS Foster Care #31 – Alcohol Abuse (Child) NCANDS #29 – Alcohol Abuse - Child
	Drug Abuse (child):	Specification of whether a removal from home condition was drug abuse by the child; user selected checkbox; required; defaults to not checked.  Related AFCARS/NCANDS Elements and Definitions: AFCARS Foster Care #32 – Drug Abuse (Child) NCANDS #30 – Drug Abuse – Child
	Alcohol Abuse (parent):	



Specification of whether a removal from home condition was alcohol abuse by a parent; user selected checkbox; required; defaults to not checked.

Related AFCARS/NCANDS Elements and Definitions:

AFCARS Foster Care #29 – Alcohol Abuse (Parent)

NCANDS #38 – Alcohol Abuse – Caretaker(s)

Drug Abuse (parent): Specification of whether a removal from home condition was drug abuse by a parent; user selected checkbox; required; defaults to not checked.

Related AFCARS/NCANDS Elements and Definitions:

AFCARS Foster Care #30 – Drug Abuse (Parent)

NCANDS #39 – Drug Abuse – Caretaker(s)

Inadequate Housing: Specification of whether a removal from home condition was inadequate housing; user selected checkbox; required; defaults to not checked.

Related AFCARS/NCANDS Elements and Definitions:

AFCARS Foster Care #40 – Inadequate Housing

NCANDS #47 – Inadequate Housing

Child's Behavior Problems:

Specification of whether a removal from home condition was behavior problems by the child; user selected checkbox; required; defaults to not checked.

Related AFCARS/NCANDS Elements and Definitions:

AFCARS Foster Care #34 – Child's Behavior Problem

NCANDS #36 – Behavior Problem – Child

Child's Disability: Specification of whether a removal from home condition was the child's disability; user selected checkbox; required; defaults to not checked.

Related AFCARS Element and Definition:

AFCARS Foster Care #33 – Child's Disability

NCANDS #35 – Child's Disability - Child

Incarceration of Parent(s):

Specification of whether a removal from home condition was the incarceration of a parent; user selected checkbox; required; defaults to not checked.

Related AFCARS Element and Definition:

AFCARS Foster Care #36 – Incarceration of Parent(s)

Death of Parent(s): Specification of whether a removal from home condition was the death of a parent or parents; user selected checkbox; required; defaults to not checked.

Related AFCARS Element and Definition:

AFCARS Foster Care #35 – Death of Parent(s)

Caretaker's Inability to Cope:

Specification of whether a removal from home condition was a caretaker's inability to cope; user selected checkbox; required; defaults to not checked.

Related AFCARS Element and Definition:

AFCARS Foster Care #37 – Caretaker's Inability to Cope Due to Illness or Other Reasons

Abandonment: Specification of whether a removal from home condition was the abandonment of the child; user selected checkbox; required; defaults to not checked.

Related AFCARS Element and Definition:

AFCARS Foster Care #38 - Abandonment

Relinquishment: Specification of whether a removal from home condition was relinquishment; user selected checkbox; required; defaults to not checked.

Related AFCARS Element and Definition:

AFCARS Foster Care #39 – Relinquishment

Unknown-AAFC Conversion:

Generic reason used to document a Removal From Home Reason during conversion that can not be directly mapped to the Removal From Home reasons known to eWiSACWIS; system selected checkbox, selected at time of conversion; required; defaults to not checked.

**Buttons:** Continue: Returns the user to the Placements and Services page.

Close: Standard Close processing.

### **1.2.4.3. Background Processing**

- In order to document the conditions(s) under which a child is removed from his/her home, the user checks the appropriate checkboxes corresponding to the reason(s) for removal. The checkbox updates the records in the EPISODE table from an "N" to a "Y."

- All checkboxes are required fields and default to not checked.
- If the user attempts to save the Placements and Services page without selecting at least one Removal Reason (when applicable), the following error message is displayed: “Please select the Removal Reason(s).”

#### **1.2.4.4. Save Processing**

- Save Processing is initiated by clicking on the Continue command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Save processing saves to the EPISODE table.

#### **1.2.4.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>pdate</b>	<b><u>D</u>elete</b>
EPISODE	X	X	X	

### 1.2.5. Pop-up - CPS Non-Conforming Reasons

#### 1.2.5.1. Pop-up Overview

The CPS Non-Conforming Reasons pop-up page consists of a group box labeled eWiSACWIS Determined and a group box labeled Social Worker Determined. The eWiSACWIS determined group box contains three system filled checkboxes: Over Capacity, Out of State (AFCARS Reporting Requirement), and Greater than 2 Children Under 2 Years of Age. The Social Worker Determined group box contains a user modifiable checkbox labeled Non-ICWA.

The page is used to document the reasons why a child placement is non-conforming. This page can be accessed by selecting the Non-Conforming Reasons option in the Options dropdown field on the Placements and Services page, and then clicking the Go button.

There are two types of non-conforming reasons: those determined by eWiSACWIS and those determined by the social worker documenting the out-of-home placement. The reasons that belong to the former category are displayed in the eWiSACWIS Determined group box. The checkboxes in this group box are read only and are system pre-filled based upon information specified in the associated Out-Of-Home Placement, as well as information already known to eWiSACWIS through the documentation of a provider's profile.

The checkbox that belongs to the latter category is displayed in the Social Worker Determined group box. After determining if the reason applies to the placement scenario being documented, the worker clicks on the Continue command button to return to the Service tab of the Placements and Services page.

#### 1.2.5.2. Pop-up Information

**Box:** eWiSACWIS Determined

<b>Fields:</b>	Over Capacity:	Specification that the documented placement is non-conforming because the provider is over capacity; system derived from the Provider Service table.
	Out of State (AFCARS Reporting Requirement):	<p>Specification that the documented placement is out of the state; system derived from the Provider Organization table.</p> <p>Related AFCARS Foster Care #42 – Placement (Out of State). The type of setting in which the child currently lives is located in another State. Note: Only the State with placement and care responsibility for the child should include the child in this reporting system.</p>
	Greater than 2 children under 2 years of age:	Specification that the documented placement is non-conforming because there is/will be more than two children in the placement (with the specified provider) who are under two years of age; system derived from the Provider Organization table.
<b>Box:</b>	Social Worker Determined	
<b>Fields:</b>	Non-ICWA:	Specification that the documented placement is non-conforming because it is not in accordance with ICWA; user-selected checkbox.
<b>Buttons:</b>	Continue:	Returns the user to the Placements and Services page.
	Close:	Standard Close processing.

#### **1.2.5.3. Background Processing**

- The system compares the information specified in the associated Out-Of-Home Placement to information already known to eWiSACWIS through the documentation of a provider's profile to determine if a Non-Conforming Placement situation exists.
- If a Non-Conforming Placement situation exists, the system will automatically check the "This is a CPS Non-Conforming Placement" checkbox on the Service tab of the Placements and Services page, and will then check the appropriate reason for the Non-Conforming Placement in the eWiSACWIS Determined group box of the CPS Non-Conforming Reasons pop-up page.

#### **1.2.5.4. Save Processing**

- Save Processing is initiated by clicking on the Continue command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Save processing reads from the ADDRESS, PROVIDER\_ORG, PROVIDER\_SERVICE, and SERVICE\_TYPE tables.

- Save processing saves to the BED\_RESERVATION and the EPISODE tables.

#### **1.2.5.5.      CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>eleate</b>
ADDRESS		X		
BED_RESERVATION	X	X	X	
EPISODE	X	X	X	
PROVIDER_ORG		X		
PROVIDER_SERVICE		X		
SERVICE_TYPE		X		

### 1.2.6. Pop-up - Service Ending

#### 1.2.6.1. Pop-up Overview

The Service Ending pop-up page is used to document the details surrounding the ending of the provision of a service. After accessing this page through the Placement Ending option in the Options dropdown field on the Services tab of the Placements and Services page, the worker documents the ending date and ending reason of the service. Based on the end reason selected, the system determines if the end of the child's placement is a discharge from all placements.

If the placement is a discharge from all placements, the Discharge Reason field becomes enabled and required, allowing the worker to select a Discharge Reason. Furthermore, if the system has determined an answer of "Yes" to "Is the End of This Child Placement a Discharge from All Placements?," the child's Title IV-E Eligibility Determination will be ended. It will also end Permanency Plan tickler information for the child. If the Placement Type for the placement that is being ended is "Kinship Care - Voluntary", then the question "Is the End of This Child Placement a Discharge from All Placements?" defaults to "N/A" and cannot be modified.

The Override checkbox is enabled for the last out of home placement that has been ended for the child, without a discharge reason. This checkbox allows the worker to change the reason for which the out of home placement has ended even after approval of the placement ending. The override checkbox is not enabled for placements that have a final discharge for the placement. After selecting the checkbox, the End Reason field will become enabled. If a worker selects an End Reason that requires a Discharge, the “Is the End of This Child’s Placement a Discharge from all Placements?” question will be set to “Yes,” and the Discharge Reason field will become enabled and required. When the worker clicks the Save button after selecting the appropriate End Reason, normal save processing will occur.

The Approval functionality, accessed in the Options dropdown field, is used to access the Approvals History page, where the worker can approve his/her decision to end the service and then forward the work on to his/her supervisor for approval. Selecting the Text option in the Options dropdown field opens a blank Microsoft Word text template that the worker can use to document information or comments. By selecting the After clicking the Save command button, the Service Ending page is saved. Selecting the Close button returns the worker to the Services tab of the Placements and Services page.

#### **1.2.6.2. Pop-up Information**

**Box:** Service Ending

**Fields:** End Date: End Date on which the placement actually ended; user-entered date field; required.

Related AFCARS Element and Definition:

AFCARS Foster Care #56 – Date of Discharge from Foster Care

Ending Purpose: The Ending Purpose dropdown will be used to filter the values displayed in the End Reason drop down. The Ending Purpose dropdown will be used to filter the values displayed in the End Reason drop down

End Reason: Reason why the child’s service has ended; user-selected drop down list; required. This field is filtered based on the Ending Reason’s code\_desc record tx\_desc\_med code being equal to the Ending Purpose code\_desc ID\_GRPI.

Is the End of This Child Placement...?:

Indication of whether the end of the child’s placement is an end to all placements (i.e. is the child going home); system determined radio button (Yes, No); defaults to “No”; disabled; defaults to No for Kinship placements.

Discharge Reason: Reason why the child is discharged from all placements; user-selected dropdown list; required if “Is the End of ...?” is “Yes”; otherwise disabled. This dropdown is disabled for any Voluntary Kinship Care placements.



Related AFCARS Element and Definition:

AFCARS Foster Care #58 – Reason for Discharge

Override:                      Checkbox allowing user to override placement end reason; editable only after supervisory approval or in certain situations (see background processing); otherwise disabled.

**Buttons:**    Save:                      Standard Save processing.

                 Cancel:                      Standard Close processing. Returns the worker to the Placements and Services page.

### **1.2.6.3.                      Background Processing:**

- The list of end reasons are dependent on the Ending Purpose and not on the Service Category.
- If an End Date is entered that is earlier than the Placement Begin Date, upon saving the page, the following error message will be displayed: “Invalid End Date. Placement Begin Date must proceed Placement End Date.”
- If an End Date is entered that is more than 30 days prior to the current date, the following pop-up message will be displayed each time the page is saved: The Placement End Date is more than 30 days ago. Would you like to continue Saving?" YES/NO buttons available
- An End Date and an End Reason must be selected before saving the page. Otherwise, an error message will display telling the worker to enter data in the fields which are highlighted.
- The Discharge Reason field is enabled only when the Yes radio button associated with the question “Is the End of This Child Placement a Discharge from All Placements?” is selected by the system.
- The “Is the End of This Child Placement a Discharge from All Placements?” radio button and the Discharge Reason field are disabled for any Voluntary Kinship Care placements, based on Service Type.
- Upon final approval, the service capacities on the Provider Service and Provider Organization tables are updated accordingly.
- Upon final approval, an email will be sent to workers with open assignments to the case if the Service Ending Reason has CODE\_DESC.TX\_DESC\_SML = 1 and the placement’s Service Type’s Service Group. The Service Group must be “Mental Health”, “Out-of-Home Care Services”, or “Unlicensed Placement Services” {SERVICE\_TYPE.CD\_SUBCTGRY in (1,3,4)}.
- All information on the Service Ending pop-up page is written to the EPISODE table as part of the Episode Record.
- The flag RETRO\_CALC is changed back to “Y”.

- If the Yes radio button option associated with the question: “Is the End of This Child Placement a Discharge from All Placements?” is selected by the system, then the Case Participant table is updated. The CD\_HOUSEHOLD\_MEMBER flag is set to “Y”.
- If an episode record is created by the Birthday Batch (see the Batch Processing section in PM02a), then the creator ID is set to equal 5200.
- The override checkbox is DISABLED if ANY of the following conditions are true:
  - The “Is the End of This Child Placement a Discharge from All Placements?” is answered as “Yes.”
  - The Placement Ending has not been approved.
  - The Placement Ending has an End Reason of “Placement Made in Error.”
  - The Placement Status on the Placements and Services page is “Kinship – Voluntary.”
  - This is not the last, approved out of home placement. See directly below to determine last, approved OHP.
- To determine the last, approved OHP, the system checks for:
  - The latest ending date of the child’s placements, or if the end date is null, the placement is approved, the Placement Status is NOT Kinship – Voluntary, AND the End Reason is NOT “Placement Made in Error.”
- The override checkbox is ENABLED if ALL the following reasons are true:
  - Does not have a placement status of “Kinship – Voluntary.”
  - Does not have an End Reason of “Placement Made in Error.”
  - This is not a discharge of all placements for the child.
  - Ending has been approved.
  - This is the last, approved OHP. See below to determine last, approved OHP. See logic from above.
- If a worker selects an end Reason of “Placement Made in Error,” a pop-up message appears stating that “The Placement End Date will be set to the Placement Begin Date. Do you want to continue?”
  - If the worker selects “Yes,” the system sets the Placement End Date equal to the Placement Begin Date, and disables the Placement End Date field on this page.
  - If the worker selects “No,” the worker is returned to the Service Ending page for further editing.
- When the worker clicks Save to save with final approval (or the worker has selected the override checkbox) and the End Reason is “Placement Made in Error,” the following message is displayed: “This placement will be ended in “Error” and all Child Removal information will be deleted from this placement. Do you want to continue?”

- If the worker selects “Yes”:
  - The “Date Removed from his/her Home” field on the Placements and Services page is set to NULL.
  - The fields in the Removal from Home Information group box (Manner, Caretaker Structure, etc.) are also set to NULL.
  - Any checked Removal Reasons checkboxes on the Removal Reasons page become unchecked.
  - The Placement is no longer considered an initial out of home placement (if it was originally.)
- If the worker selects “No,” the worker is returned to the Service Ending page with no updates to the existing record.
- If the user were to ‘Not Approve’ the Out of Home Placement, the Service Ending is automatically created.
  - Set EPISODE.cd\_end\_rsn = 100
  - Set EPISODE.dt\_end = dt\_bgn
  - Set EPISODE.dt\_bgn = dt\_rmv1
  - Set EPISODE.fl\_rmv1 = 'U'
  - Set EPISODE.fl\_plcm\_dsch = 'U'
  - Set all Removal Reasons flags = 'N'
  - Set all fields in the Removal Info group box (manner, caretaker structure, etc.) = null
- The Approval chain of the Service Ending should be completed and set to the worker ID of the worker who ‘Not Approved’ the Out of Home Placement.
- Placements are ended the following way when providers are inactivated due to the reason of duplicate provider cleanup, and the Complete Checkbox on the Header group box of the Home/Private Provider page is checked and saved:
  - All pending placements with the provider are not approved. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
  - Approved placements that began the previous month (For example the current date is 12/25 and the placement begin date is 11/01), the placement is ended with the last of the previous month (11/30) with an end reason of “Duplicate provider cleanup”. The Override checkbox is disabled. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
  - Approved placements that began the current month (For example the current date is 12/25 and the placement begin date is 11/01), are ended as Placement made in error and

the placement begin and the end dates are made the same. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.

#### **1.2.6.4. Save Processing:**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Save processing saves to the EPISODE, PROVIDER\_ORG, and PROVIDER\_SERVICE tables.

#### **1.2.6.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>elte</b>
EPISODE	X	X	X	
PROVIDER_ORG			X	
PROVIDER_SERVICE			X	
SERVICE_TYPE		X		

### 1.2.7. Pop-up - Supplemental Points

#### 1.2.7.1. Pop-up Overview

The Supplemental Points pop-up page is accessed by selecting the Supplemental Points hyperlink on the Service tab of the Placements and Services page. This page allows the worker to view supplemental points used in calculating payments for a provider. The Supplemental Points for a child are determined on the Foster Care Rate Setting page. Supplemental Points are awarded based on special needs of the child. Workers may document 0, 4, 8, or 12 points for each category of Physical, Emotional, or Behavioral points. The cumulative total (calculated on the Foster Care Rate Setting page) will display as read-only in the fields on this page, as well as on the Service tab in the Supplemental Points and Supplemental Points Amount field. Supplemental Points cannot be edited on this page or on the Placements are Services page.

#### 1.2.7.2. Pop-up Information

<b>Box:</b>	Supplemental Points	
<b>Field:</b>	Physical	Read-only values of 0 Points, 4 Points, 8 Points, and 12 Points from the Foster Care Rate Setting page for the child; updated when a Rate Setting record is approved; not user-editable; disabled.
<b>Field:</b>	Emotional	Read-only values of 0 Points, 4 Points, 8 Points, and 12 Points from the Foster Care Rate Setting page for the child; updated when a Rate Setting record is approved; not user-editable; disabled.
<b>Field:</b>	Behavioral	Read-only values of 0 Points, 4 Points, 8 Points, and 12 Points from the Foster Care Rate Setting page for the child;

updated when a Rate Setting record is approved; not user-editable; disabled.

**Buttons:** Continue:

This button is always disabled because the only action the worker can take is to close the page (fields are always disabled).

Close:

Standard Close processing.

#### **1.2.7.3. Background Processing:**

- The cumulative total of the supplemental points (number and dollar amounts) is also displayed in the read-only Supplemental Points and Supplemental Points Amount fields on the Service tab of the Placements and Services page. Again, the Supplemental Points and Supplemental Points Amount are determined on the Foster Care Rate Setting page for the child.
- This information CANNOT be updated on the Supplemental Points pop-up page or on the Service tab of the Placements and Services page.
- If Supplemental Points are recalculated on the Foster Care Rate Setting page during a placement, the payment will be adjusted from the date of the update and will not be retroactive. (*See FM01 – Process Payments.*)

#### **1.2.7.4. Save Processing**

- N/A

#### **1.2.7.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>pdate</b>	<b><u>D</u>elete</b>
RATE_SETTING		X		

### 1.2.8. Tab - Provider

**Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Abby, Amy Case Name: Abby, Alice Request Number:

**Service Provider**

**Provider Information**  
**Name:** Holly Homesweets **ID:** 9221073 **Contact:**  
 Actual Name of Default/Historical Provider (If applicable):  
 C/O:  
 Street: 90 Comfort Court **Apt:**  
 City: Madison **State:** WI **Zip:** 53701 **Country:** United States  
 Phone: (608)555-7774 **Ext:** Fax: **Alt Phone:** **Alt Ext:**  
 Email:

**Payment Information**  
 Parent Agency: Holly Homesweets  
 Target Pop: CHIPS - Other  
☐ Override Parent Agency rule

**School District Information**  
 School District Code:  
 Acad of Learning & Leadership - 8112

**Kinship Care**  
 Relationship of Child to Kinship Provider:

Options:

Done Local intranet

#### 1.2.8.1. Tab Overview

The Provider tab consists of four group boxes: Provider Information, Payment Information, School District Information, Kinship Care, and Split Payment. The Provider Information group box displays the provider's name, actual name of default/historical provider, address, phone, and email information. If the Out-Of-Home Placement is associated with a CPS Placement Request, then the name of the provider whose information is detailed on this tab is system derived from the related CPS Placement Request page, and that provider's identifying information is retrieved from the Provider Organization table.

If the Out-Of-Home Placement page is not associated with a CPS Placement Request, then the fields on this tab are empty when the page is initially accessed. To find a fitting provider for the child's placement, the worker selects the Search hyperlink to launch the Provider Search functionality. Once a provider is selected in the search and the worker returns to the Provider tab, that provider's information is brought back to pre-fill the appropriate fields in the Provider Information group box. If the Provider has a Parent Agency relationship, the Parent

Agency field in the Payment Information group box will contain the Parent Agency name. If the Provider does not have a Parent Agency, then the Provider name will display in the Parent Agency name field. The worker can select the Override Parent Agency Rule checkbox when the Parent Agency relationship does not apply specifically to the placement.

In the Kinship Care group box, the Relationship of Child to Kinship Provider field provides additional functionality for workers to document the child's relationship to the kinship provider. This field, which contains a drop down list of relationship values for selection, is required for kinship placements.

If the provider payment is to be split between two separate providers, the worker can set up a second provider and specify the method to split the payment between the two providers in the Split Payment group box, which is contained under the Split Payment expando. The user must check the checkbox labeled "Check if this is a split payment." Once this checkbox is selected, the Method radio buttons and the Search hyperlink are enabled. The user chooses either the Fixed or Percent method of calculating the split payment. Choosing the Fixed method activates the Fixed Amount field where a specific dollar amount of the total provider payment can be designated as a payment to the second provider. Choosing the Percent method activates the Percentage Amount field where the user can specify a percentage of the total provider payment to be paid to the second provider. Only one method may be selected but the user can switch between either method at any time.

The user must select the Search hyperlink to access the Provider Organization Search Common Application Function. Once a provider has been found through the search function and the user returns to the Split Payment group box, the Split Provider Name and ID fields will be pre-filled.

If the particular placement mandates that notices be sent to specific people informing them of the placement, the user may select any of the various Notices listed in the Options dropdown field and then click the Go button to launch the Placement Notifications pop-up page.

The user may select the Text...command button option in the Options dropdown field and then click the Go button at any time to access a Microsoft Word text template on which the user may document any important details relating to a child's placement.

#### **1.2.8.2. Tab Information**

**Box:** Provider Information

**Fields:** Name: Name of the provider; system derived from the provider specified either in the CPS Placement Request page or the Provider Organization Search; not user modifiable; read-only.

Actual Name of Default/Historical Provider (if applicable):

Actual name of the historical or default provider as recorded by the user on the Placement Correction Detail page; System-derived from Episode.tx\_prvd\_nm; Disabled; Not required.



ID:	eWiSACWIS Provider ID number of the provider; system derived; not user modifiable; read-only.
Contact:	Name of the contact person within the provider organization; system derived from the Provider Organization table if the provider type does not equal home; if the provider type does equal home, then system derived from the Provider Participant table; not user modifiable; read-only.
C/O:	Person to whom written correspondence with the provider should be addressed; system derived from the Address table; not user modifiable; read-only.
Street:	Street on which the provider is located; system derived from the Address table; not user modifiable; read-only.
Apt.:	Apartment of the provider supplying placement services; system derived from the Address table; not user modifiable; read-only.
City:	City in which the provider is located; system derived from the Address table; not user modifiable; read-only.
State:	State in which the provider is located; system derived from the Address table; not user modifiable; read-only.
Zip:	Zip code of the location where the provider is currently based; system derived from the Address table; not user modifiable; read-only.
Country:	Country of the provider; system derived from the Address table; not user modifiable; read-only.
Phone:	Phone number of the provider; system derived from the Address table; not user modifiable; read-only.
Ext.:	Extension of the associated phone number; system derived from the Address table; not user modifiable; read-only.
Fax:	Fax number of the provider; system derived from the Address table; not user modifiable; read-only.
Alt. Phone:	Alternate phone number of the provider; system derived from the Address table; not user modifiable; read-only.
Alt. Ext.:	Extension of the associated alternate phone number; system derived from the Address table; not user modifiable; read-only.
Email:	Private provider's email address; system derived from PROVIDER_ORG.AD_CNTCT1_EMAIL; not user modifiable; read-only.

**Box:** Payment Information

**Fields:** Parent Agency: Parent Agency pre-fills the name of the Parent Agency if the selected Provider has a Parent Agency, or pre-fills the name of the Provider if the selected Provider does not have a Parent Agency; not user modifiable; read-only.

Target Pop: User selected dropdown field that enables the worker to select the Target Population; editable; not required

Override

Parent Agency Rule: User selected checkbox that enables the worker to ignore existing Parent Agency rules for this placement; editable (when parent agency, not provider, is listed), required, defaults to not checked.

**Box:** Kinship Care

**Fields:** Relationship of Child to Kinship Provider:

User selected dropdown list enabling worker to document relationship of child to kinship care provider; editable; required for Kinship Care placements only.

**Box:** Split Payment

**Fields:** Check if this is a split payment:

User-selected checkbox. Once checkbox is selected, it sets EPISODE.fl\_split to 'Y,' signifying a split payment. Required; defaults to not checked.

Split Provider Name: Name of the split provider for this placement. System derived by accessing the Provider Organization Search Common Application Function Not user modifiable; read-only.

ID: ID of the split provider for this placement. System derived by accessing the Provider Organization Search Common Application Function. Not user modifiable; read-only

Percentage Amount: User entered numeric field. Enabled and required when the Percentage radio button is chosen. If the Fixed radio button is chosen, this field is disabled and not required.

Fixed Amount: User entered currency field. Enabled and required when the Fixed radio button is chosen. If the Percentage radio button is chosen, this field is disabled and not required.

Fixed: User-editable Radio Button to identify that the Fixed method will be used to determine the split payment. Either the Fixed button or the Percent button must be selected if the "Check if this is a split payment" checkbox is checked.

Percent: User editable Radio Button to identify that the Percent method will be used to determine the split payment. Either the Fixed button or the Percent button must be selected if the “Check if this is a split payment” checkbox is checked.

**Buttons:** Save: Standard Save processing.  
Close: Standard Close processing.

#### **1.2.8.3. Background Processing:**

- Information specified on this tab is system derived from the Provider Organization and Address tables.
- When selected, the Override Parent Agency Rule checkbox ignores Parent Agency rules, and generates one payment directly to Provider.
- The Calc Ongoing batch checks the value in the EPISODE.fl\_split field. If the value is set to “Y,” indicating that a Split Payment has been recorded, the batch will split the payment between the two providers based on the either the Fixed or Percent Method.
- If the worker attempts to save the page without searching for a provider, the following message is displayed: “Please access Provider Search through the Search hyperlink to obtain the Provider for service provision.”
- If the Split Payment checkbox is selected, then a provider must be searched out in the Split Payment group box before saving the page. If not, an error message will display.
- Duplicate Providers Inactivated through the Provider link process will not be returned through the Data Retrieval Search on the Provider Tab of the Out of Home placement window.

#### **1.2.8.4. Save Processing:**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Save processing saves to the EPISODE table.
- Upon final approval of the placement, the Parent Agency is saved. If Parent Agency information has been updated prior to the final approval of the placement, the Parent Agency information for the placement is updated.
- If the worker has selected the “Check if this is a Split Payment” checkbox, and attempts to save the page without searching for a provider, the following error message is displayed: “Please select a provider using the Search hyperlink.”
- If the worker has not searched out a provider in the Provider Information group box and attempts to save the page, the following error message is displayed: “Please access

Provider Search through the Search hyperlink to obtain the Provider for service provision.”

- Provider information prepopulated in the Provider tab via the Placement request page will be re validated for Provider /Provider Service Status and License information upon clicking the Save button on the Placement window.

#### **1.2.8.5.        CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>pdate</b>	<b><u>D</u>ele<del>t</del>e</b>
ADDRESS		X		
EPISODE	X	X	X	X
PROVIDER_ORG		X		

### 1.2.9. Pop-up - Placement Notification

**Placement Notification -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

**Placement**

Case: Chicken, Mom Child: Chicken, Girl

Document: 30 Days Notice to Foster Parents

Recipient Name: Girl Chicken

**History**

Recipient	Date Created	Sent		
Girl Chicken	04/14/2005	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

Insert

Save Close

#### 1.2.9.1. Pop-up Overview

The Placement Notification pop-up page is used to generate notification letters, as well as provide access to certain templates relating to placements. The pop-up is accessed from the Provider tab of the Placements and Services page by selecting a document from the Options dropdown field, and then clicking the Go button. Upon creation, the Case, Child, and Document fields are pre-filled with the information specified in the Placements and Services page. The worker selects who is to be the recipient of the document from a dropdown list of case participants.

To insert a new record of the template, the worker clicks the Insert button in the History group box. The Recipient column pre-fills with the recipient selected in the Recipient Name field, the Date Created field pre-fills with the current date, and an Edit hyperlink appears next to the row. The Sent checkbox is disabled. Once the page has been saved, this checkbox becomes enabled, which allows the worker to indicate that the document has been sent to the appropriate parties. After selecting the Edit hyperlink and entering any needed information into the text template, the worker may print the text template and return to the pop-up page. Once the Sent checkbox is selected, the Edit hyperlink changes to a View hyperlink, which

indicates that the template is now frozen and cannot be edited. After clicking the Save command button on the Placement Notification page, the system creates a correspondence entry in Activity Notes for the case. The text of the Case Activity Note is filled with “Letter was sent.” The Case Activity Note is displayed on the worker’s Cases outline, under the Correspondence icon for the case.

The History group box displays all combinations of Document and Recipient sorted by Recipient in ascending order and by Last Updated in descending order. This allows workers to view a history of each document created. A template with the same combination of Document and Recipient can be created, even if the previous document with the same combination has not been sent (checkbox has not been selected). The worker will not be able to generate new documents on this pop-up page once the placement ending has been approved (placement has been closed.)

#### 1.2.9.2. Pop-up Information

**Group Box:** Placement

<b>Fields:</b>	Case:	Case Name. Pre-filled from the Placements and Services page; read-only.
	Child:	Child Name. Pre-filled from the Placements and Services page; read-only.
	Document:	Type of notification. Pre-filled from the selection made in the Options dropdown field on the Placements and Services page; read-only.
	Recipient Name:	Pre-fills with all case participant and Provider names; when a selection is made that name populates the Recipient Name field in the History group box.

**Group Box:** History

<b>Fields:</b>	Recipient:	Once the Insert button is selected, this field pre-fills with the name of the participant selected in the Recipient Name field; user-selected; enabled; not required.
	Date Created:	Once the Insert button is selected, this date field pre-fills with the current date; read-only; not editable.

Sent: Flag of the sent status. User entered.  
DOC\_MGMT\_HIST. Cd\_stat .

**Buttons:** Save: Standard Save processing.  
Close: Standard Close processing.  
Insert: Inserts a new row in the History box,  
creating a new instance of the template to be  
created.

### 1.2.9.3. Background Processing:

- Selecting the Save button on the Placement Notification page creates an entry in CAN\_TEXT\_EVENT table. CAN\_TEXT\_EVENT.ID\_CASE = EPISODE.ID\_CASE and CAN\_TEXT\_EVENT.CD\_CTGRY = value associated with Correspondence. CAN\_TEXT\_EVENT.CD\_TYPE= value associated with Notice of Change in Placement or Objection Notice. The text of the Case Activity Note is filled with “Letter was sent.” The Case Activity Note is displayed on the worker’s Cases outliner, under the Correspondence icon for the case.
- Once the page is saved, the Sent checkbox becomes enabled. Selecting the Sent checkbox changes the Edit link to a View link. Selecting the View link opens the template in read-only mode. Once the Sent checkbox is selected, the template will always be read-only.

### 1.2.9.4. Save Processing:

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Save processing saves to the PAN\_TEXT\_EVENT and the CAN\_TEXT\_EVENT tables.

### 1.2.9.5. CRUD Matrix

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> pdate	<u>D</u> elete
ADDRESS		X		
CASE_PART		X		
EPISODE		X		
LINK_PART		X		
PERSON		X		
PLACEMENT_REQUEST		X		
PROVIDER_ORG		X		
PROVIDER_SERVICE		X		

SERVICE_TYPE		X		
PAN_TEXT_EVENT	X			
CAN_TEXT_EVENT	X			



### 1.2.10. Page – Placements and Services (In Home Services)

#### 1.2.10.1. Page Overview

##### Navigation

The In Home Services page is accessed through the Create Case Work page by choosing In Home Service from the Placement dropdown field, and then choosing the case and the case participant for whom the service is needed. It may also be accessed (when the In Home service has already been created) by selecting the appropriate Case icon on the Cases Outliner, clicking on the Placement/Services Icon, and then selecting the appropriate In Home Service record's hyperlink.

##### Page Summary

The Placements and Services page for In Home Services is very similar to the one used for Out of Home placements, except that the In-Home Service page is used to document the provision of those services that do not alter the living arrangement of the recipient of the service. Examples include Milwaukee Wrap-Around Services and Adoption Assistance Services. This page consists of a header and two tabs: Service and Provider. Since it is sometimes possible for a case participant to be receiving services from more than one provider, where there can not

be more than one concurrent placement, the In Home Service page, unlike an Out of Home Placement, will allow concurrent open episodes or services.

The Child and Case Name fields in the page header pre-fill based upon the information specified in the Create Case Work page. The Request Number field is not utilized for In Home Services.

#### **1.2.10.2. Page Information**

**Box:** Child

**Fields:** Child: Name of the child for whom the service arrangement is being documented; system derived from the Create Case Work page; disabled; not user modifiable.

Case Name: Name of the case to which the client for whom the service provision is being documented is associated; system derived from the Create Case Work page; disabled; not user modifiable.

Request Number: This field is not utilized for In Home Services.

**Box:** Adoption Assistance Payee

**Fields:** Select One allows a worker to choose the adoption assistance payee name structure; the values in the drop-down dynamically display depending on the family composition of the home provider; remains modifiable even after the service is approved by the supervisor; the field gets disabled after the service is ended and approved by the supervisor.

Payee Name a text field that displays the name of the adoption assistance payee selected in the "Select One" drop down field.

#### **1.2.10.3. Background Processing**

- Background processing is described following the sections on Service Tab and Provider Tab.

#### **1.2.10.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Information is saved to the following tables: CAN\_TEXT\_EVENT, ELIGIBILITY, ELIG\_REDET, EPISODE, LINK\_PART, PAN\_TEXT\_EVENT, PROVIDER\_ORG, and PROVIDER\_SERVICE.

**1.2.10.5.      CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>eleete</b>
ADDRESS		X		
CAN_TEXT_EVENT	X			
CASE_PART		X		
ELIGIBILITY	X	X	X	
ELIG_REDET	X	X	X	
EPISODE	X	X	X	X
LINK_PART	X	X	X	X
PAN_TEXT_EVENT	X			
PERSON		X		
PLACEMENT_REQUEST		X		
PROVIDER_ORG		X	X	
PROVIDER_SERVICE		X	X	
SERVICE_TYPE		X		

### 1.2.11. Tab - Service

#### 1.2.11.1. Tab Overview

The Service Tab consists of one group box labeled In Home Service Begin. The Service tab is used to document information relating to a case participant's receipt of an in-home service. Upon accessing this tab, the user enters a beginning date for the receipt of the service (which is the date on which payment for that service begins), as well as an estimated end date. The County field pre-fills with the county of the worker creating the service and is disabled. This additional functionality prohibits the creation of services outside of the worker's own county. The worker chooses a service category and service type from the Service Category and Service Type dropdown fields, which filter based on the county of the worker, allowing the selection of only those Service Categories and Service Types available for the worker's county. The Child Specific Rate field is enabled when a service type is chosen in the Service Type field that is associated, as the name suggests, with a child specific rate. A child specific rate must be specified for those providers who charge a variable rate for each child that is serviced.

The user may detail any information relating to the provision of the service that is being documented by selecting the Text option in the Options dropdown field and then clicking the Go button to access a Microsoft Word text template. After the user enters the appropriate

information into the Placements and Services page, he/she selects the Approval option in the Options dropdown field launch the Approval History page in order to approve the service and then route the service to a supervisor for final approval.

Once a service has been documented and approved through this page, the user may document the end of the provision of the service by selecting the Service Ending option in the Options dropdown field and then clicking the Go button, which accesses the Service Ending pop-up page. After supervisory approval has been granted for the ending of a provision of a service, the value in the Service End Date field is system derived and the information specified within the Placements and Services page is frozen.

Selecting the Supplemental Points hyperlink opens the Supplemental Points page as read-only. Supplemental Points are not captured for In Home Services, so this page will always have null values for the Physical, Emotional, and Behavioral points. The Service Ending option and Supplemental Points link each launch a separate pop-up page. These pages are discussed under their own subject headings in this topic paper.

The new group box, Adoption Assistance Payee, will appear in the lower section of the Services tab when the worker with appropriate security makes the following selection on the Services tab of the In Home Service page:

**Service Category :** 'AAFC Adoptive Home'

**Service Type drop down:** 'AAFC Adoptive Home'

and documents a provider on the Provider tab. The Adoption Assistance group box will not display on the Services tab unless provider is documented on the Provider tab of the In Home services page.

When 'AAFC Adoptive Home' service is selected by mistake the system will allow the worker to select a different value from either Status or Service Type drop-down fields or both before the page is saved for the first time.

When the Adoption Assistance Payee group box displays for the first time, the "Select One" drop down field will be enabled, required and blank. The text field "Payee Name" will be disabled and blank. The values associated with the "Select One" drop down field dynamically populate based on the Parent structure of the provider selected on the Providers tab of the In Home Service page. Using the provider id of the selected provider, the system will retrieve the Parent structure from the Members tab of the Maintain Provider page. For example, if the provider has only one active parent, Parent 1, the system will display the following value on the "Select One" drop down list: Parent 1. When two active parents are documented on the Members tab of the home provider, the system will display the following values: Parent 1, Parent 2, Parent 1 or Parent 2.

Please note: The value "Inactive value: Current Payee" will not be available for the user to select from the list.

When a user selects a value from the "Select One" drop down list to document the adoption assistance payee name structure, the actual name of the payee will display in the "Payee Name:" text field. The adoption assistance payee name will be retrieved from the database (PROVIDER\_PART, PERSON) based on the information documented on the Members tab of the Provider Maintenance page. When a provider record gets updated, the "Select One" and

“Payee Name” values in the Adoption Assistance Payee group box on the In Home Services page will not update automatically. For example, on the In Home Services page a user selects Parent 2, Father Akoya as an Adoption Assistance Payee. If the provider record gets updated and Parent 2, Father Akoya becomes Parent 1, the Adoption Assistance Payee information on the In Home Services page will not change unless a worker accesses the In Home Service page and updates the data by changing the value in the “Select One” drop down field. After the save process completes, the “Select One” field will stay enabled (the “Payee Name”, although disabled will update appropriately when the “Select One” value selection changes) allowing an adoption worker to edit the Adoption Assistance Payee name as needed.

An edit will be added to prevent saving an In Home service of the service type 'AAFC Adoptive Home' if a value in the Select One field has not been selected. The system will generate a validation message “Please enter information in the fields that are highlighted: Service tab – Adoption Assistance Payee - Select One.”

An edit will be added to prevent saving an In Home service of the service type 'AAFC Adoptive Home' with a private provider being documented as an adoption assistance payee. A validation will take place on the In Home service page when both the provider search has been completed and a service type has been selected. The validation will be performed as follows:

When a user leaves the Service category and Service type fields blank on the Service tab and proceeds to the Provider tab to search for the private provider, the system prompts the user to enter service category and type before searching for the provider. After the user enters the 'AAFC Adoptive Home' service type on the Provider search page, searches for a private provider and retrieves that provider record into the Provider tab, the system will generate a message: “Private provider cannot be associated with 'AAFC Adoptive Home' service type. Please select a home provider.” At the same time, provider information returned from the search will be blanked out, thus, forcing the user to search for a valid home provider.

When a user selects 'AAFC Adoptive Home' as the service type on the Service tab, searches out a private provider via Provider search on the Provider tab and documents the private provider on the Provider tab, the system will generate a message: “Private provider cannot be associated with 'AAFC Adoptive Home' service type. Please select a home provider.” and the provider information returned from the search will be blanked out and require the user to search out a valid home provider.

Finally, when a user documents an In Home service with a service type different from 'AAFC Adoptive Home' and a private provider, then changes the service type to 'AAFC Adoptive Home', the system will display the following validation message "Changing the Service Type will reset all Provider information. Proceed with the change?" The user will be given two options: Yes and No. Selecting 'Yes' will retain the 'AAFC Adoptive Home' service type and will reset the provider information to blank. Selecting 'No' will return the worker to the page while retaining the service type initially selected.

After the In Home service is approved and saved, the Adoption Assistance Payee Group box fields should remain editable and enabled when accessed by the worker with appropriate security until the service is ended via service ending functionality and approved by the

supervisor. After the service is ended and its ending is approved by the supervisor, all fields will become frozen.

When the worker changes the service type from 'AAFC Adoptive Home' the system will display a validation message "Changing the Service Type will reset all Provider information. Proceed with the change?" The message will be associated with two buttons: "Yes" and "No". Selecting "Yes" button will "hide" or remove the Adoption Assistance Payee group box from the Service tab and clear out the provider information documented on the Provider tab. Selecting "No" will keep the 'AAFC Adoptive Home' value in the Service Type field and the Adoption Assistance Payee group box on the page.

The system will verify the worker's security includes a User Group that has the "View Adoption Case/Person" checkbox selected prior to giving that worker access to creating and maintaining the Adoption Assistance Payee group box.

The In Home service can be updated by any worker if they have the proper security and assignment to the case before the page is approved by the supervisor. (**Update:** Please note that the Service Category and Service Type fields become disabled after the page is saved for the first time.) In the same fashion, all adoption workers (not only the creator of the Adoption Assistance Payee group box) should be able to modify the Adoption Assistance Payee Group box fields before and after the In Home Service page is approved if they have the appropriate security and an open assignment to the case.

The database will maintain a record of the last worker updating the In Home service page, documenting the id of the worker saving the record and the timestamp the record was saved. It should be noted that if the page was accessed by three workers during a week, the id of only the last worker accessing the page and saving his/her changes will be recorded.

#### **1.2.11.2. Tab Information**

**Box:** In Home Service Begin

**Fields:**

Service Begin Date:	Date on which the provision of the service began; user entered date field; will accept current date or past dates up to 125 years prior to today's date; will not accept future dates; required.
Estimated End Date:	Estimated end date of the provision of the service; user entered date field; not required.
Child Specific Rate:	Specification of the child specific rate of the service that is chosen in the Service Type field; user entered currency field for specific service types (otherwise, disabled); not required.
Status:	Specification of the setting in which the child named in the Child field in the page header is placed; user selected drop

down list; required. AFCARS and non-AFCARS values are identified.

Related AFCARS Element and Definition:

AFCARS Foster Care #41 – Placement Setting (Current)

**Service End Date:** Date on which the provision of the service ended; system derived from information entered into the Service Ending pop-up page; not user modifiable; grayed out until Service Ending is entered.

**County:** County of the worker creating the In Home Service; this field is system derived with the county of the worker creating the placement; disabled and not user modifiable. This additional functionality prohibits the creation of placements outside of the worker's own county.

**Service Category:** Category of service in which the child specified in the page header is receiving services; this field is used to narrow down the options available to the worker in the dropdown list associated with the Service Type field; user selected dropdown list filters based on the worker's county; required.

**Service Type:** Type of service in which the child specified in the page header is receiving; user selected dropdown list filters based on the worker's county and the Service Category selected; required.

**Supplemental Points:** Supplemental Points are not used for In Home Services. This field is disabled and NULL.

**Administrative Fee:** Dollar amount of administrative fee, if any; used in calculating payments; user entered currency field; not required (saves to EPISODE.AD\_ADMIN). (*See FM01 – Process Payments.*)

**Exceptional Amount:** Dollar amount of exceptional amount; Disabled; Only applicable for Out of Home Placements.

**Box:** Adoption Assistance Payee

**Fields:** **Select One** allows a worker to choose the adoption assistance payee name structure; the values in the drop-down dynamically display depending on the family composition of the home provider; remains modifiable even after the service is approved by the supervisor; the field gets disabled after the service is ended and approved by the supervisor.

**Payee Name** a text field that displays the name of the adoption assistance payee selected in the "Select One" drop down field.



**Buttons:**    Save:                      Standard Save processing  
                 Close:                      Standard Close processing.

#### **1.2.11.3.              Background Processing:**

- The value entered into the Service Begin Date field cannot be a future date.
- When a service type that has a child specific rate is selected, the Child Specific Rate field becomes enabled and required.
- In create mode, the following fields must contain information before the data specified in the page can be saved:
  1.    Service Begin Date
  2.    Service Category
  3.    Service Type
  4.    Status
- The Service Category and Service Type fields filter based on the county of the worker creating the In Home Service.
- If the worker enters an Estimated End Date that is prior to the Placement Begin Date, upon saving the page, the following error message displays: “Invalid End Date. Placement Begin Date must precede Placement End Date.”
- The Service Ending selection in the Options dropdown field is enabled only after the placement that is being documented has received supervisory approval.
- The date entered into the Estimated End Date field cannot be a past date.
- Service Begin Date must precede Service End Date.
- Service Begin Date should be within 125 years of current date.

#### **1.2.11.4.              Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Upon final approval of the documentation of the provision of a service, the Retro\_Calc flag on the EPISODE table is set to “Y”. This starts the payment process.
- The county of the worker who created the In Home Service saves to cd\_cnty on the Episode table.
- Save processing saves to the ELIGIBILITY, ELIG\_REDET, EPISODE, and LINK\_PART tables.

**1.2.11.5. CRUD Matrix**

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> pdate	<u>D</u> ele <del>t</del> e
CASE_PART		X		
ELIGIBILITY	X	X	X	
ELIG_REDET	X	X	X	
EPISODE	X	X	X	
LINK_PART	X	X	X	X
PERSON		X		
SERVICE_TYPE		X		
WORKER				

**1.2.12. Pop-up - Supplemental Points**
**1.2.12.1. Pop-up Overview**

The Supplemental Points pop-up page is a display only page. Currently Supplemental Points are only recorded for Out of Home Placements.

**1.2.12.2. Pop-up Information**

**Pop-up:** Supplemental Points

**Box:** Physical                      Display only.

**Box:** Emotional                      Display only.

**Box:** Behavioral                      Display only.

**Buttons:** Continue: Disabled at all times.  
Close: Standard Close processing.

**1.2.12.3. Background Processing:**

- N/A

**1.2.12.4. Save Processing**

- N/A

**1.2.12.5. CRUD Matrix**

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> pdate	<u>D</u> ele <del>t</del> e
EPISODE		X		

### 1.2.13. Pop-up - Service Ending

#### 1.2.13.1. Pop-up Overview

The Service Ending pop-up page is used to document the details surrounding the ending of the provision of a service. After accessing this page through the Service Ending option in the Options dropdown field and then clicking the Go button on the Services tab of the Placements and Services page, the worker documents the ending date and ending reason of the service.

The question, “Is the End of This Child Placement a Discharge from All Placements” is not applicable to In Home Services. Therefore the radio button defaults to “No” and the Discharge reason field is grayed out.

Selecting the Save button on the Service Ending page saves the information entered on the page. After clicking the Close command button, the worker returns to the Services tab of the In Home Service page.

#### 1.2.13.2. Pop-up Information

**Box:** Service Ending

**Fields:** End Date: End Date on which the placement actually ended; user entered date field; required.

## Related AFCARS Element and Definition:

AFCARS Foster Care #56 – Date of Discharge from Foster Care

End Reason: Reason why the child's service has ended; user selected drop down list; required.

Is the End of This Child Placement ...?: This question is not applicable to In Home Services; not user modifiable, disabled.

Discharge Reason: Not applicable to In Home Services; not user modifiable, disabled.

Override: Checkbox is not applicable for In Home Services; disabled.

**Buttons:** Save: Standard Save Processing.

Close: Standard Close processing. Returns the user to the Placements and Services page.

### 1.2.13.3. Background Processing:

- The question “Is the End of This Child Placement a Discharge from All Placements?” is not applicable to In Home Services and is disabled. The Discharge Reason field and Override checkbox are disabled.
- Upon final approval of the service ending, the service capacity on the Provider Service and Provider Organization tables are updated accordingly.
- All information on the Service Ending pop-up page is written to the EPISODE table as part of the Episode Record.
- If the End Date entered is prior to the Service Begin Date on the Placements and Services page, upon saving the Service Ending page, the following message is displayed: “Invalid End Date. Service Begin Date must proceed Service End Date.”
- The flag RETRO\_CALC is changed back to “Y”.
- All pending services with the provider are not approved. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
- Approved In Home Services that began the previous month (For example the current date is 12/25 and the service begin date is 11/01), the service is ended with the last of the previous month (11/30) with an end reason of “Duplicate provider cleanup”. The Override checkbox is disabled. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
- Approved In Home Services that began the current month (For example the current date is 12/25 and the service begin date is 11/01), are ended as Placement made in error and the placement begin and the end dates are made the same. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.

**1.2.13.4. Save Processing:**

- Save processing is initiated by clicking on the SAVE command button.
- Save processing saves to the Episode table.

**1.2.13.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>elte</b>
EPISODE	X	X	X	
PROVIDER_ORG			X	
PROVIDER_SERVICE			X	
SERVICE_TYPE		X		

### 1.2.14. Tab - Provider

**Placements and Services - Microsoft Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Child**  
 Child: Jacob, Heidi Case Name: Jacob, Macy Request Number:

**Service** **Provider**

**Provider Information**  
 Name: Safe Brethern [Search](#) ID: 20224 Contact:  
 C/O:  
 Street: 856 Forest Lane Apt:  
 City: Milwaukee State: WI Zip: 53201 Country: United States  
 Phone: (414) 879-8646 Ext: Fax: Alt Phone: Alt Ext:  
 Email:

**Payment Information**  
 Parent Agency: Safe Brethern  
 Target Pop: CHIPS - Abuse and Neglect  
☐ Override Parent Agency rule

**Kinship Care**  
 Relationship of Child to Kinship Provider:  
 First Cousin/Second Cousin

**Split Payment**  
☐ Check if this is a split payment  
 Split Provider Name: ID: \$0.00 \$0.00 Method: Fixed Percent

Options:

Done Internet

#### 1.2.14.1. Tab Overview

The functionality of the Provider tab on the Placements and Services page for In Home Services is very similar to the functionality of the Provider tab on the Placements and Services page for out of home placements. The Provider tab consists of four group boxes: Provider Information, Payment Information, Kinship Care, and Split Payment. The Provider Information group box displays the provider's name, address, telephone, and email information.

When the In-Home Service page is initially accessed, all of the fields in this group box are empty. To find a fitting provider for the service that is needed, the user selects the Search hyperlink, which activates the Provider Organization Search Common Application Function. Once a provider is selected via the search, that provider's information is brought back to automatically pre-fill the appropriate fields on the Provider tab. If the Provider has a Parent Agency relationship, the Payment Information group box will contain the Parent Agency name. If the Provider does not have a Parent Agency, then the Provider name will display in the Parent Agency name field. The worker can select the Override Parent Agency Rule checkbox when the Parent Agency relationship does not apply specifically to the service.

If the provider payment is to be split between two separate providers, the worker can set up a second provider and specify the method to split the payment between the two providers by accessing the fields in the Split Payment group box. The Split Payment group box is located at the bottom of the tab, under the Split Payment expando. The user must check the checkbox labeled “Check if this is a split payment.” Once this checkbox is selected, the Method radio buttons and the Search hyperlink are enabled. The user chooses either the Fixed or Percent method of calculating the split payment. Choosing the Fixed method activates the Fixed Amount field where a specific dollar amount of the total provider payment can be designated as a payment to the second provider. Choosing the Percent method activates the Percentage Amount field where the user can specify a percentage of the total provider payment to be paid to the second provider. Only one method may be selected but the user can switch between either method at any time.

The user must select the Search hyperlink to access the Provider Organization Search Common Application Function. Once a provider has been found through the search function and the user returns to the Split Payment group box, the Split Provider Name and ID fields will be pre-filled.

The user may select the Text option from the Options dropdown field and then click the Go button to access a Microsoft Word text template on which the user may document any important details relating to the client’s receipt of a service.

#### **1.2.14.2. Tab Information**

**Box:** Provider Information

<b>Fields:</b>	Name:	Name of the provider; system derived from the provider specified either in the CPS Placement Request page or the Provider Organization Search; not user modifiable, disabled and grayed out.
	Contact:	Name of the contact person within the provider organization; system derived from the Provider Organization table if the provider type does not equal home; if the provider type does equal home, then system derived from the Provider Participant table; not user modifiable, disabled and grayed out.
	C/O:	Person to whom written correspondence with the provider should be addressed; system derived from the Address table; not user modifiable, disabled and grayed out.
	Street:	Street on which the provider is located; system derived from the Address table; not user modifiable, disabled and grayed out.
	Apt.:	Apartment of the provider supplying placement services; system derived from the Address table; not user modifiable, disabled and grayed out.



City:	City in which the provider is located; system derived from the Address table; not user modifiable, disabled and grayed out.
State:	State in which the provider is located; system derived from the Address table; not user modifiable, disabled and grayed out.
Zip:	Zip code of the location where the provider is currently based; system derived from the Address table; not user modifiable, disabled and grayed out.
Country:	Country of the provider; system derived from the Address table; not user modifiable, disabled and grayed out.
Phone:	Phone number of the provider; system derived from the Address table; not user modifiable; read-only.
Ext.:	Extension of the associated phone number; system derived from the Address table; not user modifiable; read-only.
Fax:	Fax number of the provider; system derived from the Address table; not user modifiable; read-only.
Alt. Phone:	Alternate phone number of the provider; system derived from the Address table; not user modifiable; read-only.
Alt. Ext.:	Extension of the associated alternate phone number; system derived from the Address table; not user modifiable; read-only.
Email:	Private provider's email address; system derived from PROVIDER_ORG.AD_CNTCT1_EMAIL; not user modifiable; read-only.

**Box:** Parent Agency Information

<b>Fields:</b>	Parent Agency:	Parent Agency pre-fills the name of the Parent Agency if the selected Provider has a Parent Agency, or pre-fills the name of the Provider if the selected Provider does not have a Parent Agency; not user modifiable; read-only.
	Target Pop:	User selected dropdown field that enables the worker to select the Target Population; editable; not required
	Override	
	Parent Agency Rule:	User selected checkbox that enables the worker to ignore existing Parent Agency rules for this placement; editable (when parent agency, not provider, is listed), required, defaults to not checked.

**Box:** Kinship Care

<b>Fields:</b>	Relationship of Child to Kinship Provider:
----------------	--

User selected dropdown list enabling worker to document relationship of child to kinship care provider; editable; required for Kinship Care placements only.

**Box:** Split Payment

**Fields:** Check if this is a split payment:

User-selected checkbox. Once checkbox is selected, it sets EPISODE.fl\_split to 'Y,' signifying a split payment. Required; defaults to not checked.

Split Provider Name: Name of the split provider for this placement. System derived by accessing the Provider Organization Search Common Application Function Not user modifiable; read-only.

ID: ID of the split provider for this placement. System derived by accessing the Provider Organization Search Common Application Function. Not user modifiable; read-only

Percentage Amount: User entered numeric field. Enabled and required when the Percentage radio button is chosen. If the Fixed radio button is chosen, this field is disabled and not required.

Fixed Amount: User entered currency field. Enabled and required when the Fixed radio button is chosen. If the Percentage radio button is chosen, this field is disabled and not required.

Fixed: User-editable Radio Button to identify that the Fixed method will be used to determine the split payment. Either the Fixed button or the Percent button must be selected if the "Check if this is a split payment" checkbox is checked.

Percent: User editable Radio Button to identify that the Percent method will be used to determine the split payment. Either the Fixed button or the Percent button must be selected if the "Check if this is a split payment" checkbox is checked.

**Buttons:** Save: Standard Save processing.

Close: Standard Close processing.

#### **1.2.14.3. Background Processing:**

- Information specified on this tab is system derived from the Provider Organization and Address tables.
- When selected, the Override Parent Agency Rule checkbox ignores Parent Agency rules, and generates one payment directly to Provider.
- The Calc Ongoing batch checks the value in the EPISODE.fl\_split field. If the value is set to "Y," indicating that a Split Payment has been recorded, the batch will split the payment between the two providers based on the either the Fixed or Percent Method.

- If the worker attempts to save the page without searching for a provider, the following message is displayed: “Please access Provider Search through the Search hyperlink to obtain the Provider for service provision.”
- If the Split Payment checkbox is selected, then a provider must be searched out in the Split Payment group box before saving the page. If not, an error message will display.
- Providers inactivated via the Provider Link process will not be returned by the data retrieval search on the In Home Services page.

#### **1.2.14.4. Save Processing:**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Save processing saves to the EPISODE table.
- Upon final approval of the placement, the Parent Agency is saved. If Parent Agency information has been updated prior to the final approval of the placement, the Parent Agency information for the placement is updated.
- If the worker has selected the “Check if this is a Split Payment” checkbox, and attempts to save the page without searching for a provider, the following error message is displayed: “Please select a provider using the Search hyperlink.”
- If the worker has not searched out a provider in the Provider Information group box and attempts to save the page, the following error message is displayed: “Please access Provider Search through the Search hyperlink to obtain the Provider for service provision.”

#### **1.2.14.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>date</b>	<b><u>D</u>elete</b>
ADDRESS		X		
EPISODE	X	X	X	X
PROVIDER_ORG		X		

### 1.2.15. Page - Agreements and Notices

**Agreement Information**

Case Participant: Abby, Amber      Date of Agreement: 04/06/2005

Agreement Type: Kinship Care Agreement      Estimated End Date: 00/00/0000

Service Category:       Agreement End Date: 00/00/0000

Service Type:       **Agreement Amount:** \$0.00

**Adoption Subsidy Type:**       Effective Date of Amend: 00/00/0000

Provider Name:  [Search](#)      Additional \$ per month: \$0.00

Subsequent Guardian:       Amended Amount:

☐ Agreement Concluded

**Parent(s)**

Parent 1:

Parent 2:

**Original Agreement Information**

Physical:       Child Specific Rate: \$0.00

Emotional:       Child Basic Rate: \$0.00

Behavioral:       Exceptional Amounts: \$0.00

Options:

#### 1.2.15.1. Page Overview

##### Navigation

The Agreements and Notices page is accessed via the Create Case Work page when the user selects the specific agreement that needs to be generated from the Placement dropdown field (i.e., Adoption Assistance Agreement), and the appropriate case and case participant. Once the agreement is created, it can be accessed from the Cases outliner by clicking the appropriate Case icon, clicking the Placement/Services icon, and then selecting the appropriate agreement hyperlink.

##### Page Summary

The Agreements and Notices page consists of three group boxes: Agreement Information, Parent(s), and Original Agreement Information.

For many placement situations, a legal agreement dictating the terms of a particular placement must be generated before a child can be placed with a provider. The following types of

agreements can be generated through the Agreements and Notices page: Adoption Assistance Agreements, Adoption Assistance Amendments, Adoptive Family Placement Agreements, Kinship Care Agreements, Subsidized Guardianship Agreement, Voluntary Placement Agreement-Group Home and Voluntary Placement Agreement-Foster Home. The functionality to create these and other documents is handled by the Agreements and Notices page. The page remains updateable and the text document associated with the type of Agreement or Notice being generated can be accessed and modified until the “Agreement Concluded” checkbox is checked. Once the “Agreement Concluded” checkbox has been checked, the page and the text document are saved and frozen. No further modifications can be made.

When the page is initially activated, the Case Participant and the Agreement Type fields are pre-filled with information specified on the Create Case Work page. The worker selects the Service Category, the Service Type, and, if applicable, the type of adoption subsidy that is relevant to the placement of the client for whom this page is being accessed. By selecting the Search hyperlink, the worker uses the Provider Search Organization Common Application Function to retrieve the name of the appropriate provider into the Provider Name field.

In the Parent(s) group box, the user may specify who is/are the parent(s) of the child for whom an agreement is being produced. This information is necessary for specific child-related agreements such as the Voluntary Placement Agreement. The user may also document the date on which the agreement is signed in the Date of Agreement field. By choosing the Text option in the Options dropdown field (which is enabled only for certain Agreements), the user activates a Microsoft Word text template that is specific to the type of document identified in the Agreement Type field.

If appropriate, the user enters the monthly value of the agreement amount in monetary terms into the Agreement Amount field. If the user is aware of the date on which the terms of the stipulated agreement end, then he/she enters that date into the Agreement End Date field. Except for the Adoption Assistance Amendment, once an agreement is signed, the user checks the Agreement Concluded checkbox to indicate that the agreement has been finalized. It is after the checkbox has been selected when the Agreement End Date field becomes editable. In the case of the Adoption Assistance Amendment, the Agreement Concluded checkbox should remain unchecked until the Expiration Reminder to Family has been sent and the Expiration Reminder to Family checkbox on the Adoption Agreement Amendment page has been checked.

If the type of agreement being created is an Adoption Assistance Agreement, the six fields in the Original Agreement Information group box are enabled. This allows the user to document the Physical, Emotional, and Behavioral levels of the child, as well as the Provider Rate and Exceptional Amounts, if any, pertaining to the original Adoption Assistance Agreement.

At a later time, if an amendment to the original agreement is necessary, the worker will create the amendment via the Create Case Work page, selecting Adoption Agreement Amendment in the Placement dropdown field, and then selecting the appropriate case and case participant. The Agreements and Notices page will open and the information from the original agreement will pre-fill into the fields of the Original Agreement Information group box. This information is provided to assist the worker when creating the Adoption Assistance Agreement Amendment. An Adoption Assistance Amendment can only be created if there has been an

original Adoption Assistance Amendment created. Attempting to create an Adoption Assistance Amendment prior to creating an Adoption Assistance Agreement will result in an error message. In order to launch the Adoption Agreement Amendment page, the worker would select the Adoption Agreement Amendment option in the Options dropdown field, and then click the Go button.

#### **1.2.15.2. Page Information**

**Box:** Agreement Information

**Fields:**

Case Participant:	Name of the case participant on whose behalf the agreement or notice is being produced; system derived from the Create Case Work page; not user modifiable; disabled.
Agreement Type:	Type of agreement or notice being produced; system derived from the Create Case Work page; not user modifiable; disabled.
Service Category:	Category of service for which this agreement or notice is being produced; user selected drop down list; required. The field is empty and disabled when Subsidized Guardianship Agreement is being created.
Service Type:	Type of placement for which this agreement or notice is being produced; user selected drop down list; required. The field is empty and disabled when Subsidized Guardianship Agreement is being created..
Adoption Subsidy Type:	Type of adoption subsidy (if any) for which this agreement or notice is being produced; user selected drop down list; required if Agreement Type selected is Adoption Assistance Agreement; otherwise disabled. If the user selects 'MA w/subsidy amount' from the Adoption Subsidy Type dropdown, the Agreement Amount field should become required. The Agreement Amount is not required if the Adoption Subsidy Type is 'MA only - at risk' or 'MA only – not at risk'.
Provider Name:	Name of the provider for whom the agreement or notice is being produced; system derived from the Provider Organization table when the user does a Provider Search by clicking the Search hyperlink; not user modifiable; required.
Subsequent Guardian:	Name of a subsequent guardian; user entered; not required; enabled only when Subsidized Guardianship Agreement is being created.

Agreement Concluded checkbox:

Indication of whether the agreement produced through this page is legally finalized; user selected checkbox; required; defaults to not checked. The field is empty and disabled when Subsidized Guardianship Agreement is being created.

Date of Agreement: Date on which the agreement is signed; User entered date field; required.

Estimated End Date: Date on which a signed agreement ends; user entered date field, grayed out in create and edit mode until the Agreement Concluded checkbox is checked; not required.

Agreement Amount: Specification of the monthly amount of money agreed upon in the signed agreement; user entered currency field; not required. When Subsidized Guardianship Agreement is being created, the edit will not allow an amount over \$2,000.

Effect Date of Amend: Date that Adoption Assistance Amendment becomes effective. Enabled only if Agreement Type selected is Adoption Assistance Amendment; otherwise disabled; user entered date field; not required.

Additional \$ per month:

Additional monthly payment amount agreed upon in the Adoption Assistance Amendment. Enabled only if Agreement Type selected is Adoption Assistance Amendment; otherwise disabled; user entered currency field; not required.

Amended Amount: Total monthly amended payment amount agreed upon in the Adoption Assistance Amendment. Enabled only if Agreement Type selected is Adoption Assistance Amendment; otherwise disabled; System generated currency field calculated by summing Agreement Amount and Additional \$ per month; disabled; not user modifiable.

**Box:** Parent(s)

**Fields:** Parent 1: Identification of one of the parents of the case participant named in the Case Participant field in the Agreement Information group box; user selected from a dropdown list of case participants; not required. The field is empty and disabled when Subsidized Guardianship Agreement is being created.

Parent 2: Identification of one of the parents of the case participant named in the Case Participant field in the Agreement group box; user selected from a dropdown list of case

participants; not required. The field is empty and disabled when Subsidized Guardianship Agreement is being created.

**Box:** Original Agreement Information

**Fields:** Physical: Number of Physical supplemental points identified for this child; user selected dropdown list; enabled and required if Agreement Type selected are Adoption Assistance Agreement and Subsidized Guardianship Agreement; otherwise disabled.

Emotional: Number of Emotional supplemental points identified for this child; user selected dropdown list; enabled and required if Agreement Type selected are Adoption Assistance Agreement and Subsidized Guardianship Agreement; otherwise disabled.

Behavioral: Number of Behavioral supplemental points identified for this child; user selected dropdown list; enabled and required if Agreement Type selected is Adoption Assistance Agreement; otherwise disabled.

Child Specific Rate: User entered currency field to record the child specific monthly payment rate to the provider; enabled and required if Agreement Type selected are Adoption Assistance Agreement and Subsidized Guardianship Agreement; otherwise disabled.

Child Basic Rate: User entered currency field to record basic monthly payment rate to the provider; enabled and required if Agreement Type selected are Adoption Assistance Agreement and Subsidized Guardianship Agreement; otherwise disabled.

Exceptional Amounts: User entered currency field to record any exceptional amounts that may be added to the monthly payment rate to the provider; enabled and required if Agreement Type selected are Adoption Assistance Agreement and Subsidized Guardianship Agreement; otherwise disabled.

**Buttons:** Save: Standard Save processing

Close: Standard Close processing

#### **1.2.15.3. Background Processing:**

- The Adoption Subsidy Type field is enabled only when the value selected in the Agreement Type field is equal to Adoption Assistance Agreement.
- If the user selects 'MA w/subsidy amount' from the Adoption Subsidy Type dropdown, the Agreement Amount field becomes required. The Agreement Amount is not required if the Adoption Subsidy Type is 'MA only - at risk' or 'MA only – not at risk'.



- Values entered into the Agreement Amount and the Additional \$ per month fields should be monthly dollar amounts. The values do not drive payments. The actual payment is derived from the Out of Home Placement and In Home Service pages.
- The values available in the dropdown list associated with the Service Type field are dependent upon the value selected in the Agreement Type field.
- The Effect Date of Amend and the Additional \$ per month fields in the Agreement Information group box are only enabled if Agreement Type selected is Adoption Assistance Amendment.
- The Physical, Emotional, Behavioral, Child Specific Rate, Child Basic Rate, and Exceptional Amounts fields in the Original Agreement Information group box are enabled and required if Agreement Type selected are Adoption Assistance Agreement and Subsidized Guardianship Agreement.
- The Physical, Emotional, Behavioral, Child Specific Rate, Child Basic Rate, and Exceptional Amounts fields in the Original Agreement Information group box are carried forward and will display in the Original Agreement Information group box when a subsequent Adoption Assistance Amendment is created for the same case participant.
- The Agreement Concluded checkbox is a required field and defaults to not checked.
- When the type of Agreement is “Adoption Assistance Agreement” and the child does not have an Adoption Eligibility record, an Adoption Eligibility record is created. The Adoption Eligibility Record can be accessed from the outliner under the Eligibility icon for this case and person. (Refer to the FM03 Topic Paper for more details).
- If the user selects the same person in the Parent 1 and Parent 2 fields, upon saving the page, the following error message appears: “Invalid selection. Child's Mother and Father cannot be the same person.”
- If the user attempts to save the page without searching for a provider, the following error message appears: “Please access Provider Search to complete Agreement for Child.”
- If the worker enters an end date that is prior to the begin date, the following message appears: “Invalid End Date. Agreement Begin Date must proceed Agreement End Date.”

#### 1.2.15.4. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Information specified in the agreement page is saved to the AGREEMENT Table.

#### 1.2.15.5. CRUD Matrix

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> pdate	<u>D</u> elete
ADOPTION_ELIG	X			
AGREEMENT	X	X	X	

CASE_PART		X		
PROVIDER_ORG		X		
SERVICE_TYPE		X		

### 1.2.16. Pop-up - Adoption Agreement Amendments

**Adoption Agreement Amendment -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

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**Agreement Amendment Request**

Req. Rec'd/BPP: 02/02/2003    1st Ltr. Req. Support: 02/04/2003    1st Due Date: 00/00/0000    2nd Ltr. Req. Support: 02/04/2003    2nd Due Date: 00/00/0000    Add. Info Rec'd: 05/03/2003

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**Requested Supplemental**

Req. Phys/PC Lvl: Intensive    Phys/PC Req. Desc: Decrease/Org A.A.A.  
 Req. Emotional Lvl: Minimal    Emotional Req. Desc: Increase/Org A.A.A.  
 Req. Behavior Lvl: Moderate    Behavior Req. Desc: Same/Org A.A.A.

---

**CPS Request Letter**

Recipient	ID	Request Date	Due Date	Received	
Milwaukee - Galena		04/04/2003	00/00/0000	03/03/2003	<a href="#">Text</a> <a href="#">Delete</a>
Non Wisconsin	IL	02/02/2003	00/00/0000	03/03/2003	<a href="#">Text</a> <a href="#">Delete</a>

**Insert**

---

**New Agreement Amendment**

Amendment Action: Approved    Reason for Denial/Approval: Approved Requested Increase    Denial Ltr. Sent: 00/00/0000

New Agreement Letter to Family: 05/05/2003    Family Returned Agreement Amendment: 04/04/2003    DHFS Authorization Date: 03/03/2003    Signed Agreement Amendment to Family: 02/02/2003    Expiration Reminder to Family: 00/00/0000

☐ Expiration Reminder Sent to Family

---

**Comments**

Options:  **Go** **Save** **Close**

#### 1.2.16.1. Pop-up Overview

The Adoption Agreement Amendments pop-up page is accessed by selecting the Adoption Agreement Amendment option in the Options dropdown field on the Agreements and Notices page, and then clicking the Go button. This option is only available when the Agreement Type on the Agreements and Notices page is Adoption Assistance Amendment. This page consists of five group boxes: Agreement Amendment Request, Requested Supplemental, CPS Request Letter, New Agreement Amendment, and Comments.

The Adoption Agreement Amendments page is used in conjunction with the Agreements and Notices page to document the steps that DHFS personnel must follow in order to process a request for an amendment to the original Adoption Assistance Agreement.

The Agreement Amendment Request group box documents the original date that the request for an amendment was received by DHFS. If additional information is needed from the family in order to process the request, one or two letters may be sent requesting specific information. The dates that these letters are sent as well as the dates the requested information

is due can be recorded as well. Finally, the date that the requested information is received can be recorded in the Add. Info. Rec'd field.

The Requested Supplemental group box documents the new level of supplemental needs that the family is requesting to be considered for the amendment, as well as whether the new needs have increased, decreased, or stayed the same as the supplemental needs identified in the original Adoption Assistance Agreement.

By law, the DHFS must check with the Child Protective Service for the county that the family lives in and has lived in the past in order to verify that there is no record of abuse or neglect on file with that county. The CPS Request Letter group box allows the user to create one or more CPS Request letter records and monitor when the requested information has been returned. Depending on the number of counties the adoptive family has resided in and therefore the number of CPS requests the user is required to make, additional record rows can be added and deleted from the CPS Request Letter group box. By selecting the Insert button, an additional record row is added to the CPS Request group box. As many rows as are needed to record all CPS letter requests may be added. Alternatively, if necessary, rows can be just as easily removed from the CPS Request group box by selecting the Delete hyperlink next to the desired row. Selecting the Text hyperlink next to an existing row opens Microsoft Word and a template containing the text of the CPS letter. In eWiSACWIS, the Text hyperlink is only enabled for existing letters that have been created. No new letters can be created in this group box.

Once a decision has been made to approve or deny the Adoption Assistance Agreement Amendment, the user will use the fields in the New Agreement Amendment group box to document that decision. If the decision is to deny the request for an amendment, then the date that the denial letter is sent can be recorded in the Denial Ltr. Sent field. If the decision is to approve an amendment, then the user can monitor and record the dates that the approved amendment passes through its various stages. The dates recorded are the date the New Agreement Letter is sent to the family, the date the family returns the Agreement Amendment with signatures, The date the DHFS authorizes the new amendment, and the date the authorized amendment is sent to the family. The Expiration Reminder to Family field is a system generated date field equal to the 1<sup>st</sup> day of the month that follows eight months after the month that the DHFS authorizes the new amendment.

Once the amendment has been authorized by the DHFS, a tickler is created to notify the user 120 days prior to the amendment expiration. The user will be reminded to send an expiration reminder to the family. He/she will then return to this page and check the Expiration Reminder Sent to Family checkbox to delete the tickler.

The final group box is the Comments group box. It is contained under the Comments expando. It contains five open text fields that the worker can use to document his or her comments. These fields are labeled: Original Agreement, Supporting Agreement, Increase or Denial, Additional Needs, and CPS comments. The Comments group box also contains one user entered date field to document the date that the new amendment information is forwarded to FMS.

**1.2.16.2. Pop-up Information**

**Box:** Agreement Amendment Request

**Fields:** Req. Rec'd/BPP: Date the request for an amendment was received from the family. User entered date field; required.

1st Ltr. Req. Support: Date the first letter requesting additional information from the family was sent. User entered date field, not required.

1st Due Date: Date a response to the first letter requesting additional information is due. Pre-filled (upon saving the page) with a date 90 days from the date in the 1st Ltr. Req. Support field. System derived date field; not user modifiable; disabled.

2nd Ltr. Req. Support: Date the second letter requesting additional information from the family was sent. User entered date field, not required.

2nd Due Date: Date a response to the second letter requesting additional information is due. Pre-filled (upon saving the page) with a date 30 days from the date in the 2st Ltr. Req. Support field. System derived date field; not user modifiable; disabled.

Add. Info Rec'd: Date that the response from the family for additional information is received. User entered date field, not required.

**Box:** Requested Supplemental

**Fields:** Req. Emotional Lvl: User selected dropdown to document the new Emotional Level requested by the family. Dropdown selections include Intensive, Minimal, Moderate, and Not Identified; not required.

Req. Behavior Lvl: User selected dropdown to document the new Behavioral Level requested by the family. Dropdown selections include Intensive, Minimal, Moderate, and Not Identified; not required.

Req. Phys/PC Lvl: User selected dropdown to document the new Physical Level requested by the family. Dropdown selections include Intensive, Minimal, Moderate, and Not Identified; not required.

Emotional Req. Desc: User selected dropdown to describe the change in the Emotional Level requested by the family. Dropdown selections include Increase/Org AAA, New Need Identified, and Same/Orig AAA; not required.

Behavior Req. Desc: User selected dropdown to document the new Behavioral Level requested by the family. Dropdown selections include Increase/Org AAA, New Need Identified, and Same/Orig AAA; not required.

Phys/PC Req. Desc: User selected dropdown to document the new Physical Level requested by the family. Dropdown selections include Increase/Org AAA, New Need Identified, and Same/Orig AAA; not required.

**Box:** CPS Request Letter

**Fields:** Recipient: Name of recipient where Child Protective Service (CPS) letter is sent. User selected; not required.

ID: Identifier field enabled if value of Recipient field is Non-Wisconsin. Allows user to differentiate between two or more Non-Wisconsin recipients. User entered text field; not required.

Request Date: Date the CPS request letter is sent. User entered date field; not required.

Due Date: Date the CPS request information is due. Pre-filled (upon saving the page) with a date 45 days from the date entered in the Request Date field. System derived date field; not required.

Received: Date the CPS request information is received. User entered date field; not required.

**Box:** New Agreement Amendment

**Fields:** Amendment Action: Documents whether the request for an amendment is approved or denied. User selected dropdown with values of Approved or Denied; not required.

Reason for Denial/Approval:

Reason for the decision to approve or deny the amendment request. User selected list box; required when a value in the Amendment Action field is chosen; otherwise disabled.

Denial Ltr. Sent: Date that the letter was sent notifying the family that their request for an amendment was denied. User entered date field enabled only if the value of Denied is chosen in the Amendment Action field; otherwise disabled; not required.

New Agreement Letter to Family:

Date that the letter was sent offering an amended agreement to the family. User entered date field enabled only if the value of Approved is chosen in the Amendment Action field; otherwise disabled; not required.

Family Returned Agreement Amendment:

Date the family returns the amended agreement to DHFS. User entered date field enabled only after a date is entered in the New Agreement Letter to Family field; otherwise disabled; not required.

DHFS Authorization Date:

Date that the DHFS authorizes the new amendment. User entered date field enabled only after a date is entered in the New Agreement Letter to Family field; otherwise disabled; not required.

Signed Agreement to Family:

Date that the family's copy of the signed amendment is sent to the family. User entered date field enabled only after a date is entered in the New Agreement Letter to Family field; otherwise disabled; not required.

Expiration Reminder to Family:

Date that an expiration reminder needs to be sent to the family. Pre-filled with the first day of the month that falls 8 months after the month of the DHFS authorization. System derived date field; disabled; not user modifiable.

Expiration Reminder Sent to Family:

Checkbox denoting that an expiration reminder was sent to the family. User selected checkbox; disabled until the date in the Expiration Reminder to Family field has passed; required; defaults to not checked.

**Box:** Comments

**Fields:** Original Agreement: User entered free text field for the purpose of recording comments pertaining to the Original Agreement; not required.

Supporting Information: User entered free text field for the purpose of recording comments pertaining to the Supporting Information; not required.

Increase or Denial: User entered free text field for the purpose of recording comments pertaining to the decision to approve or deny amendment request; not required.

Date Info sent to FMS: Date that the new amendment information is forwarded to FMS. User entered date field; not required

Additional Needs: User entered free text field for the purpose of recording comments pertaining to the Additional Needs; not required.

CPS Comments: User entered free text field for the purpose of recording comments pertaining to the Information received from the CPS request letters; not required.

**Buttons:** Save: Standard Save processing  
Close: Standard Close processing

### **1.2.16.3. Background Processing:**

- Entering a date in the “1st Ltr. Req. Support” field creates the “Request for Additional Info Not Received” tickler. It will have a due date of 90 days after the date in the “1st Ltr. Req. Support” field. The tickler will remind the worker that the request for additional information has not been received. The tickler will be deleted when a date is entered in the “Add. Info Rec’d” field or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
- Entering a date in the “2nd Ltr. Req. Support” field creates the “Second Request for Additional Info Not Received” tickler. It will have a due date of 30 days after the date in the “1st Ltr. Req. Support” field. The tickler will remind the worker that the request for additional information has not been received. The tickler will be deleted when a date is entered in the “Add. Info Rec’d” field or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
- Entering a date in the “Request Date” field in the CPS Request Letter group box creates the “CPS Info Not Received” tickler. It will have a due date of 45 days after date in the “Request Date” field. The tickler will remind the worker that the requested information has not been received. The tickler will be deleted when a date is entered in the “Received” field on the CPS Request Letter group box or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
- Entering a date in the “New Agreement Letter to Family” field in the New Agreement Amendment group box creates the “Amended Agreement Not Returned From Family” tickler. It will have a due date of 30 days after the date in the “New Agreement Letter to Family” field. The tickler will remind the worker that the family has not returned the amended agreement. The tickler will be deleted when a date is entered in the “Family Returned Agreement Amendment” field on the New Agreement Amendment group box or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
- Entering a date in the “DHFS Authorization Date” field in the New Agreement Amendment group box creates the “Expiration Reminder to Family” tickler. It will have a due date of 120 days prior to the expiration date of the amendment. The tickler will remind the worker to send an expiration reminder to the family. The tickler will be deleted when the “Expiration Reminder Sent to Family” checkbox in the New Agreement Amendment group box or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
- Selecting a value of “Approved” or “Denied” in the “Amendment Action” field of the New Agreement Amendment group box enables the “Reason for Denial/Approval” field.



- Selecting a value of “Denied” in the “Amendment Action” field of the New Agreement Amendment group box enables the “Denial Ltr. Sent” field.
- Selecting a value of “Approved” in the “Amendment Action” field of the New Agreement Amendment group box enables the “New Agreement Letter to Family” field.
- Entering a date in the “New Agreement Letter to Family” field enables the “Family Returned Agreement Amendment,” “DHFS Authorization Date,” and “Signed Agreement Amendment to Family” fields
- The “Expiration Reminder Sent to Family” checkbox is disabled until the date in the “Expiration Reminder to Family” field is passed.
- The “Expiration Reminder Sent to Family” checkbox is a required value and defaults to unchecked.
- Additional Info. Received Date should be greater than 1<sup>st</sup> Letter Requested Date
- 1<sup>st</sup> Letter Requested Date should be greater than Request Received Date
- Additional Info. Received Date should be greater than Request Received Date
- Additional Info. Received Date should be greater than 2nd Letter Requested Date
- 2<sup>nd</sup> Letter Requested Date should be greater than Request Received Date
- Family Returned Agreement Amendment Date should be greater than New Agreement Letter to Family Date
- New Agreement Letter to Family Date should be greater than Request Received Date
- Family Returned Agreement Amendment Date should be greater than Request Received Date
- CPS Letter Received Date should be greater than CPS Letter Requested Date and greater than Request Received Date

#### **1.2.16.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’
- Information specified in the Adoption Agreement Amendments page is saved to the AGREE\_AMEND, AGREE\_AMEND\_DTL, and TICKLER tables.

#### **1.2.16.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>ppdate</b>	<b><u>D</u>elte</b>
AGREE_AMEND	X	X	X	
AGREE_AMEND_DTL	X	X	X	X
TICKLER	X	X	X	X

### 1.2.17. Page – Foster Care Rate Setting

**Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS**

**eWiSACWIS** Print Spell Check Help

**Participant Information**

Child: Davis, Kevin Rate Setting Type: 6-month Review Rate Appeal Date: 00/00/0000  
Case Name: Davis, Natalie Effective Date: 05/01/2003 Reevaluation Request Date: 00/00/0000  
Provider Name: Gaston, Nancy

**Emotional Points Behavioral Points Physical Points Results**

**Emotional Points Summary**

Points: 12 Amount: \$108.00 Calculate

**Minimal**

**Moderate**

**Intensive**

☐ Yes ☒ No 1. Requires constant and intensive supervision; daily structure  
☐ Yes ☒ No 2. Infantile/immature personality  
☐ Yes ☒ No 3. Wets or soils during daytime hours, several times per week  
☒ Yes ☐ No 4. Severe hyperactivity to the point of frequent destructiveness or sleeplessness  
☐ Yes ☒ No 5. Chronically withdrawn/depressed/anxious  
☐ Yes ☒ No 6. Self-injurious; extremely accident prone

Save Close

Done Trusted sites

#### 1.2.17.1. Page Overview

##### Navigation

The page can be launched by selecting Create > Case Work from the menu, selecting Foster Care Rate Setting from the Placement dropdown field, and then selecting the case and case participant and clicking the Create button. Once created, this page is accessed on the worker's desktop under the Placements icon under a case.

##### Page Summary

The Foster Care Rate Setting page is used to record the review of supplemental points according to the guidelines on the CFS-834 Foster Care Uniform Rate Setting text template. Once recorded, the page will save the Recommended UFCR Rate "Total." The Total is calculated as follows: the dollar value associated with the Supplemental points (points \* SERVICE\_TYPE.) + Basic Rate (system derived) + Exceptional (user entered). After approval, the new Supplemental and Exceptional points/amounts and the contracted amount, if applicable, will be saved to the child's qualifying Out of Home Placement. Additionally, the points and amounts will copy from the most recently approved Rate Setting record if the new Episode record has the same provider as the most recently approved Rate Setting record.

Workers can record a Rate Setting for a child when the child is in a qualifying Out of Home Placement.

The points and amounts will not be saved to the child's Out of Home Placement if the Service Type is Wraparound. For Wraparound placements, the points and amounts will be displayed but not saved to the Episode record.

Ticklers will remind workers that a Rate Setting is due. The first Tickler will be due 30 days after the approval of the qualifying Out of Home Placement. Subsequent Rate Setting Ticklers will be due six months after the previous Rate Setting is approved.

Workers will be able to launch the following text templates from the Foster Care Rate Setting page: 1) CFS-834 Foster Care Uniform Rate Setting, 2) Foster Parent Rate Setting Notification, and 3) Foster Parent Reevaluation Notification.

After approval, the page is frozen except for access to Notifications (where new Notifications can be created), and read-only access to the CFS-834 Foster Care Uniform Rate Setting text template.

Additionally, a fully approved Foster Care Rate Setting with the type of "Birthday Update" will be created by the Birthday batch when a child is moved into the new age range of service and there is an approved FCRS associated with the child. The effective date on the newly created FCRS will be the child's birth date. If there is an existing FCRS for the child, the batch will generate a new age appropriate FCRS if the provider IDs on the existing FCRS and the currently open placement coincide. If the provider IDs are different, the FCRS will not be created by the batch. The birthday batch will copy the available information on the points and amounts from the Episode table and the text from the Rate setting table. The basic rate will be retrieved from the Service-Rate table. If the contracted amount is present, the batch will recalculate the exceptional amount on a new FCRS. The user assigned to the case will be able to launch the CFS-834 Foster Care Uniform Rate Setting template from the outliner to update the template once. After the user saves the changes and closes the page the template will freeze.

The birthday batch will create a new FCRS even in situations when the child's placement was closed during the month of a child's birthday if the provider IDs on the placement and the rate setting are the same.

#### **1.2.17.2. Page Information**

**Box:** Header

<b>Fields:</b>	Child:	The case participant designated on the Create Case Work page; disabled; read-only.
	Case Name:	The name of the case designated on the Create Case Work page; disabled; read-only.
	Provider Name:	The name of the provider with whom the child was placed at the time that the Rate Setting is being performed; disabled; read-only.

Rate Setting Type: This indicates why the Rate Setting is being performed; user-selected dropdown field; required.

Effective Date: Required date field indicating when this Rate Setting becomes effective; user-editable; Cannot be greater than the current system date.

Reevaluation Request Date:

Disabled unless Rate Setting Type is “Provider Requested Reevaluation” or “Agency Requested Reevaluation”, then this field is Required; Cannot be greater than the current system date; This indicates when a foster parent requested a reevaluation of their supplemental or exceptional rate.

Rate Appeal Date: Disabled unless Rate Setting Type is “Appeal Result”; When enabled, field is required; Cannot be greater than the current system date; This indicates when the state appeals board requested a reevaluation of supplemental or exceptional rate for a child.

#### **1.2.17.3. Background Processing**

- The Provider name pre-fills based on the current out of home placement, until the Rate Setting page is approved. The Provider name for the Rate Setting record and the CFS-834 text template will be updated with the Provider information from the child’s latest out of home placement, until the Rate Setting record is approved.
- The Case name pre-fills based on what the worker selected on the Create Case Work page.
- The Child name pre-fills based on what the worker selected on the Create Case Work page.
- The Reevaluation Request Date becomes required when the Rate Setting Type is “Reevaluation.”
- The Appeal Request Date becomes required when the Rate Setting Type is “Appeal Reevaluation.”
- The approval of the Foster Care Rate Setting must go through three levels of approval: Worker, Supervisor, Supervisor’s Supervisor.

#### **1.2.17.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’

#### **1.2.17.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>pdate</b>	<b><u>D</u>elete</b>
APPROVAL	X	X	X	X

ASSIGNMENT		X		
BOOKMARK_TABLE		X		
CASE		X		
CASE_PART		X	X	
DOC_NARRATIVE	X	X	X	
DOC_TABLE	X	X	X	
DOC_TEMPLATE		X		
EPISODE		X	X	
PROVIDER_ORG		X		
PRVD_SRVC_RATE		X		
RATE_SETTING	X	X	X	
SERVICE_RATE		X		
SERVICE_TYPE		X		
TICKLER	X	X	X	X
WORKER		X		

### 1.2.18. Tab – Emotional Points

The screenshot shows the 'Foster Care Rate Setting' window in Microsoft Internet Explorer. The browser title is 'Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS'. The eWiSACWIS logo is at the top left, and navigation links (Print, Spell Check, Help) are at the top right.

**Participant Information**

Child:	Davis, Kevin	Rate Setting Type:	6-month Review	Rate Appeal Date:	00/00/0000
Case Name:	Davis, Natalie	Effective Date:	05/01/2003	Reevaluation Request Date:	00/00/0000
Provider Name:	Gaston, Nancy				

**Emotional Points** | Behavioral Points | Physical Points | Results

**Emotional Points Summary**

Points:  Amount:

Minimal

Moderate

Intensive

<input type="radio"/> Yes <input checked="" type="radio"/> No	1. Requires constant and intensive supervision; daily structure
<input type="radio"/> Yes <input checked="" type="radio"/> No	2. Infantile/immature personality
<input type="radio"/> Yes <input checked="" type="radio"/> No	3. Wets or soils during daytime hours, several times per week
<input checked="" type="radio"/> Yes <input type="radio"/> No	4. Severe hyperactivity to the point of frequent destructiveness or sleeplessness
<input type="radio"/> Yes <input checked="" type="radio"/> No	5. Chronically withdrawn/depressed/anxious
<input type="radio"/> Yes <input checked="" type="radio"/> No	6. Self-injurious; extremely accident prone

Done Trusted sites

#### 1.2.18.1. Tab Overview

The Foster Care Rate Setting page is used to record the review of supplemental points according to the guidelines on the CFS-834 Foster Care Uniform Rate Setting text template. This tab stores the record of how the Emotional Care Needs questions were answered. The questions on this tab are grouped into three expandos: Minimal, Moderate, and Intensive. Based on the answers to the questions under the three expandos, the Emotional Points and Amount fields in the Emotional Points Summary group box are calculated when the worker clicks the Calculate button. The amounts in the Points and Amount fields are also populated in the Emotional Points and Amount fields on the Results tab.

#### 1.2.18.2. Tab Information

**Box:** Emotional Points Summary

**Fields:** Points: Disabled. Displays the number of points the child has received, based on the worker's answer to the Emotional Care Needs questions. If two or more minimal emotional care needs questions = Yes, child receives 4 emotional care needs points. If two or more moderate emotional care needs

		questions = Yes, child receives 8 emotional care needs points. If one or more intensive emotional care needs questions = Yes, child receives 12 emotional care needs points.
	Amount:	Disabled. Displays the amount of supplemental payment received for the Emotional Points. (\$9 per point).
<b>Box:</b>	'Minimal' expando:	(User selected expando. System defaults to this expando. When selected, the Minimal Emotional Care Needs questions are displayed on the page. Each question is answered with a Yes or a NO)
<b>Fields:</b>	1	Demands excessive attention
	2	Nervous
	3	High-strung
	4	Impulsive
	5	Displays temper tantrums
	6	Restless
	7	Hyperactive
	8	Short attention span
	9	Occasionally wets during the night
	10	Low self-esteem and confidence
	11	Periodically withdrawn and unresponsive; avoids feelings
	12	Occasionally whines, argues, swears, manipulates, etc.
	13	Exhibits other characteristics which correspond in extent or degree – specify:
	Specify:	Text field. Enabled and required if question 13 is Y.
<b>Box:</b>	'Moderate' expando:	(User selected expando. When selected, the Moderate Emotional Care Needs questions are displayed on the page. Each question is answered with a Yes or a NO)
<b>Fields:</b>	1	Frequently requires close supervision
	2	Habitually resistive
	3	Frequent difficulty in communicating with others; avoids feelings
	4	Frequent failure to do what is expected
	5	Responds with apathy to situations
	6	Difficulty establishing / maintaining relationships; serious attachment problems

	7	Displays cultural / social conflicts
	8	Frequent night bed wetter; occasionally soils or both
	9	Displays over-activity and over-excitedness
	10	Exhibits other characteristics which correspond in extent or degree – specify:
	Specify:	Text field. Enabled and required if question 10 is Y.
<b>Box:</b>	‘Intensive’ expando:	(User selected expando. When selected, the Intensive Emotional Care Needs questions are displayed on the page. Each question is answered with a Yes or a NO)
<b>Fields:</b>	1	Requires constant and intensive supervision; daily structure
	2	Infantile / immature personality
	3	Wets or soils during daytime hours, several times per week
	4	Severe hyperactivity to the point of frequent destructiveness or sleeplessness
	5	Chronically withdrawn / depressed / anxious
	6	Self-injurious; extremely accident prone
	7	Needs behavioral program(s) requiring parent training
	8	Bizarre or severely disturbed behavior, destructive
	9	Has anorexia nervosa or other eating disorders
	10	Exhibits other characteristics which correspond in extent or degree – specify:
	Specify:	Text field. Enabled and required if question 10 is Y.
<b>Buttons:</b>	Save:	Standard Save processing.
	Close:	Standard Close processing
	Calculate:	When selected, this button calculates the Emotional Points and Amount in the Emotional Points Summary group box.

### 1.2.18.3. Background Processing

- When an expando is selected, the appropriate questions under that expando display on the tab.
- In create mode, the answers to all the questions on this tab default to ‘N’
- When the worker selects the Calculate button, the Emotional Points and Amount are calculated and displayed in the Emotional Points Summary group box.
- If the worker attempts to save the page without answering all questions, an error message will be displayed, telling the worker that all questions must be answered.



**1.2.18.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’

**1.2.18.5. CRUD Matrix**

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> pdate	<u>D</u> elete
APPROVAL	X	X	X	X
ASSIGNMENT		X		
BOOKMARK_TABLE		X		
CASE		X		
CASE_PART		X	X	
DOC_NARRATIVE	X	X	X	
DOC_TABLE	X	X	X	
DOC_TEMPLATE		X		
EPISODE		X	X	
PROVIDER_ORG		X		
PRVD_SRVC_RATE		X		
RATE_SETTING	X	X	X	
SERVICE_RATE		X		
SERVICE_TYPE		X		
TICKLER	X	X	X	X
WORKER		X		

### 1.2.19. Tab – Behavioral Points

**Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS**

**eWiSACWIS** Print Spell Check Help

**Participant Information**

Child:	Davis, Kevin	Rate Setting Type:	6-month Review	Rate Appeal Date:	00/00/0000
Case Name:	Davis, Natalie	Effective Date:	05/01/2003	Reevaluation Request Date:	00/00/0000
Provider Name:	Gaston, Nancy				

**Emotional Points | Behavioral Points | Physical Points | Results**

**Behavioral Points Summary**

Points: 0 Amount: \$0.00 **Calculate**

**Minimal**

**Moderate**

**Intensive**

- ☐ Yes ☒ No 1. Runs away for long periods of time (8 or more times per year and 5 or more days at a time), returning only as a result of initiative of others
- ☐ Yes ☒ No 2. Habitually creates disturbance in the classroom or on the school bus, habitually truant; requires daily parent/school contact
- ☐ Yes ☒ No 3. Exhibits sexual deviancy; i.e., that of a violent or unconsenting nature with others
- ☐ Yes ☒ No 4. Habitually uses alcohol or drugs or both
- ☐ Yes ☒ No 5. Repeated and uncontrollable social behavior resulting in delinquency status, i.e., property offenses, assault, arson
- ☐ Yes ☒ No 6. Daily aggressive behavior; i.e., biting, scratching, throwing objects

**Save Close**

Done Trusted sites

#### 1.2.19.1. Tab Overview

The Foster Care Rate Setting page is used to record the review of supplemental points according to the guidelines on the CFS-834 Foster Care Uniform Rate Setting text template. This tab stores the record of how the Behavioral Care Needs questions were answered. The questions on this tab are grouped into three expandos: Minimal, Moderate, and Intensive. Based on the answers to the questions under the three expandos, the Behavioral Points and Amount fields in the Behavioral Points Summary group box are calculated when the worker clicks the Calculate button. The amounts in the Points and Amount fields are also populated in the Behavioral Points and Amount fields on the Results tab.

#### 1.2.19.2. Tab Information

**Box:** Behavioral Points Summary

**Fields:** Points: Disabled. Displays the number of points the child has received, based on the worker's answer to the Behavioral Care Needs questions. If two or more minimal behavioral care needs questions = Yes, child receives 4 behavioral care needs points. If two or more moderate behavioral care

needs questions = Yes, child receives 8 behavioral care needs points. If one or more intensive behavioral care needs questions = Yes, child receives 12 behavioral care needs points.

Amount: Disabled. Displays the amount of supplemental payment received for the Behavioral Points.

**Box:** Minimal expando

- Fields:**
- |          |   |
|----------|---|
| 1        | Disappears or runs away occasionally for short periods of time with the intention of returning  |
| 2        | Occasionally skips classes or exhibits behavior affecting class achievement, requiring make-up and occasional parent / school contact, extra help with homework |
| 3        | Occasionally uses sexual acting out, masturbation, inappropriate sexual language  |
| 4        | Occasionally experiments with alcohol and drugs or both   |
| 5        | Infrequent hostile conflicts with parents, community, authority figures   |
| 6        | Occasional problems with stealing, petty theft, vandalism, destroying property  |
| 7        | Occasional inappropriate behavior with peers; infrequent conflicts with friends   |
| 8        | Occasional aggressive behavior toward people; i.e., biting, scratching, throwing objects at another, sexual aggressiveness                                      |
| 9        | Exhibits other characteristics which correspond in extent or degree - specify:  |
| Specify: | Text field. Enabled and required if question 9 is Y.  |

**Box:** Moderate expando

- Fields:**
- |   |   |
|---|---|
| 1 | Frequently runs away or disappears for longer periods of time requiring encouragement to return   |
| 2 | Frequently truant or exhibits behavior affecting class achievement; creates disturbance in the classroom, requires extra help with schoolwork from parents, frequent contact between parents and school |
| 3 | Frequently exhibits sexual activity harmful to others; disruptive to family and community   |
| 4 | Frequently uses alcohol or drugs or both  |

	5	Occasionally involved in non-violent crimes / property which may bring contact with police / authorities; i.e., burglary
	6	Frequent aggressive behavior toward people; i.e., biting, scratching, throwing objects at another, sexual aggression
	7	Frequent self-abusive behavior; i.e., head banging, eye poking, kicking self, biting self
	8	Exhibits other characteristics which correspond in extent or degree - specify:
	Specify:	Text field. Enabled and required if question 8 is Y.
<b>Box:</b>	Intensive expando	
<b>Fields:</b>	1	Runs away for long periods of time (8 or more times per year and 5 or more days at a time), returning only as a result of initiative of others
	2	Habitually creates disturbance in the classroom or on the school bus, habitually truant; requires daily parent / school contact
	3	Exhibits sexual deviancy; i.e., that of a violent or unconsenting nature with others
	4	Habitually uses alcohol or drugs or both
	5	Repeated and uncontrollable social behavior resulting in delinquency status; i.e., property offenses, assault, arson
	6	Daily aggressive behavior; i.e., biting, scratching, throwing objects
	7	Constant self-abusive behavior; i.e., head banging, eye poking, kicking self, biting self
	8	Severe eating disorders, eats inappropriate items
	9	Child exhibits other characteristics which correspond in extent or degree - specify:
	Specify:	Text field. Enabled and required if question 9 is Y.
<b>Buttons:</b>	Save:	Standard Save processing
	Close:	Standard Close processing
	Calculate:	When selected, this button calculates the Behavioral Points and Amount in the Behavioral Points Summary group box.

**1.2.19.3. Background Processing**

- When an expando is selected, the appropriate questions under that expando display on the tab.
- In create mode, the answers to all the questions on this tab default to 'N'
- When the worker selects the Calculate button, the Behavioral Points and Amount are calculated and displayed in the Behavioral Points Summary group box.
- If the worker attempts to save the page without answering all questions, an error message will be displayed, telling the worker that all questions must be answered.

**1.2.19.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'

**1.2.19.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>pdate</b>	<b><u>D</u>ele<del>t</del>e</b>
APPROVAL	X	X	X	X
ASSIGNMENT		X		
BOOKMARK_TABLE		X		
CASE		X		
CASE_PART		X	X	
DOC_NARRATIVE	X	X	X	
DOC_TABLE	X	X	X	
DOC_TEMPLATE		X		
EPISODE		X	X	
PROVIDER_ORG		X		
PRVD_SRVC_RATE		X		
RATE_SETTING	X	X	X	
SERVICE_RATE		X		
SERVICE_TYPE		X		
TICKLER	X	X	X	X
WORKER		X		

### 1.2.20. Tab – Physical Points

#### 1.2.20.1. Tab Overview

The Foster Care Rate Setting page is used to record the review of supplemental points according to the guidelines on the CFS-834 Foster Care Uniform Rate Setting text template. This tab stores the record of how the Physical Care Needs questions were answered. The questions on this tab are grouped into three expandos: Minimal, Moderate, and Intensive. Based on the answers to the questions under the three expandos, the Physical Points and Amount fields in the Physical Points Summary group box are calculated when the worker clicks the Calculate button. The amounts in the Points and Amount fields are also populated in the Physical Points and Amount fields on the Results tab.

#### 1.2.20.2. Tab Information

**Box:** Physical Points Summary

**Fields:** Points: Disabled. Displays the number of points the child has received, based on the worker's answer to the Physical Care Needs questions. If **one** or more minimal physical

		care needs questions = Yes, child receives 4 physical care needs points. If <b>one</b> or more moderate physical care needs questions = Yes, child receives 8 physical care needs points. If one or more intensive physical care needs questions = Yes, child receives 12 physical care needs points.
	Amount:	Disabled. Displays the amount of supplemental payment received for the Physical Points.
<b>Box:</b>	Minimal expando	
<b>Fields:</b>	1	Needs some help putting on braces or prosthetic devices and help with buttons or laces, but is basically self-caring and able to maintain own physical assisting devices
	2	Seizures, motor dysfunctions, controlled by medication
	3	Requires therapy for gross or fine motor skills
	4	Requires special diet preparation / supervision
	5	Child exhibits other characteristics which correspond in extent or degree - specify:
	Specify:	Text field. Enabled and required if question 5 is Y.
<b>Box:</b>	Moderate expando	
<b>Fields:</b>	1	Requires help with dressing, bathing and general toilet needs, including maintenance procedures; i.e., diapering and applying catheters; requires help of a person or a device to walk or get around
	2	Needs assistance to care and maintain physical assistance devices
	3	Exhibits eating, feeding problems; i.e., excessive intake, extreme messiness, extremely slow eating - requires help, supervision or both
	4	Requires tube or gavage feeding
	5	Requires frequent special care to prevent or remedy serious skin conditions; i.e., bedsores, severe eczema
	6	Requires daily administration of medication, preparation of special diets, prescribed physical therapies; i.e., for vision, hearing, speech, gross or fine motor skills, 1 or 2 hours per day
	7	Child exhibits other characteristics which correspond in extent or degree - specify:
	Specify:	Text field. Enabled and required if question 7 is Y.

**Box:** Intensive expando

<b>Fields:</b>	1	Non-ambulatory
	2	Uncontrollable seizures
	3	Need appliances for drainage, colostomy, aspiration, suctioning, mist tent, etc.
	4	Impaired vision, speech, or hearing functions requiring parent training
	5	Requires home administration of daily prescribed exercise routines to improve or maintain gross or fine motor skills
	6	Requires prevention procedures; i.e., daily irrigation
	7	Requires excessive cleaning / laundry and control of body waste
	8	Orthotics care at this level demands excessive amount of time, care, and responsibility
	9	Requires intensive prescribed physical therapy up to 2-3 hours per day
	10	Child exhibits other characteristics which correspond in extent or degree - specify:
	Specify:	Text field. Enabled and required if question 10 is Y.

<b>Buttons:</b>	Save:	Standard Save processing.
	Close:	Standard Close processing.
	Calculate:	When selected, this button calculates the Physical Points and Amount in the Physical Points Summary group box.

#### **1.2.20.3. Background Processing**

- When an expando is selected, the appropriate questions under that expando display on the tab.
- In create mode, the answers to all the questions on this tab default to 'N'
- When the worker selects the Calculate button, the Physical Points and Amount are calculated and displayed in the Physical Points Summary group box.
- If the worker attempts to save the page without answering all questions, an error message will be displayed, telling the worker that all questions must be answered.

#### **1.2.20.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes'



when the system asks the user if s/he would like to ‘Save changes before closing the page.’

#### 1.2.20.5. CRUD Matrix

Table Name	<u>C</u> reate	<u>R</u> ead	<u>U</u> ppdate	<u>D</u> eleate
APPROVAL	X	X	X	X
ASSIGNMENT		X		
BOOKMARK_TABLE		X		
CASE		X		
CASE_PART		X	X	
DOC_NARRATIVE	X	X	X	
DOC_TABLE	X	X	X	
DOC_TEMPLATE		X		
EPISODE		X	X	
PROVIDER_ORG		X		
PRVD_SRVC_RATE		X		
RATE_SETTING	X	X	X	
SERVICE_RATE		X		
SERVICE_TYPE		X		
TICKLER	X	X	X	X
WORKER		X		

### 1.2.21. Tab – Results

The screenshot shows the 'Foster Care Rate Setting' application in a Microsoft Internet Explorer window. The page title is 'eWiSACWIS'. The browser address bar shows 'Local intranet'. The application has a navigation bar with tabs: 'Emotional Points', 'Behavioral Points', 'Physical Points', and 'Results'. The 'Results' tab is selected.

**Participant Information**

Child: Murphy, Courtney      Rate Setting Type: 6-month Review      Rate Appeal Date: 00/00/0000  
Case Name: Murphy, Catherine      Effective Date: 05/01/2003      Reevaluation Request Date: 00/00/0000  
Provider Name: Owens, Kathleen

**Supplemental Payment Summary of Points**

	Points	Amount
Emotional:	12	\$108.00
Behavioral:	12	\$108.00
Physical:	12	\$108.00
Total Points:	36	

**Recommended UFCR Rate**

Contracted Maintenance Amount:	\$653.00
Basic:	\$329.00
Exceptional:	\$0.00
Supplemental:	\$324.00
Total:	\$653.00

**Exceptional Payment Justification**

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.09 (4)(a) "will enable the child to be placed in a foster home instead of being placed in an institution, nursing home or hospital," or HFS 56.09 (4)(b) "will enable the child to be placed from an institution, nursing home or school."

Options: [Dropdown]      Go      Save      Close

#### 1.2.21.1. Tab Overview

The Foster Care Rate Setting page is used to record the review of supplemental points according to the guidelines on the CFS-834 Foster Care Uniform Rate Setting text template. The Results tab displays a summary of supplemental points and the total supplemental amount, as well as the child's current basic rate. The points and amounts displayed in the Supplemental Payment Summary of Points group box is a summary of the information captured on each of the Emotional Points, Behavioral Points, and Physical Points tabs. The Results tab also allows the worker to enter an exceptional amount and exceptional payment justification. If an amount is entered in the Contracted Maintenance Amount field, the system will calculate the exceptional amount based on the contracted amount and the basic amount, after the worker clicks the Calculate button. If no contracted amount is needed, the worker enters the appropriate exceptional amount. After the worker clicks the Calculate button, the Total field in the Recommended UFCR Rate group box is updated to reflect to total sum of Basic, Exceptional, and Supplemental amounts. To launch the Foster Care Rate Setting text template, the worker selects the Foster Care Rate Setting option in the Options dropdown field, and then clicks the Go button.

**1.2.21.2. Tab Information****Box:** Supplemental Payment Summary of Points

**Fields:**

Emotional Points:	Display only; Displays the number of emotional care points the child will receive.
Emotional Amount:	Display only; Displays the amount of supplemental payment received for the emotional care points.
Behavioral Points:	Display only; Displays the number of behavioral care points the child will receive.
Behavioral Amount:	Display only; Displays the amount of supplemental payment received for the behavioral care points.
Physical Points:	Display only; Displays the number of physical care points the child will receive.
Physical Amount:	Display only; Displays the amount of supplemental payment received for the physical care points.
Total Points:	Display only; Displays the total amount of supplemental points for the child (emotional, behavioral, and physical.)

**Box:** Recommended UFCR Rate

**Fields:**

Contracted Maintenance Amount	User entered; Used to document the Contracted Amount to be paid each month.
Basic:	Display only; displays the amount of the current basic rate, based on the child's current out of home placement.
Exceptional:	User entered if contracted amount is zero; System derived, otherwise. Used to document the Exceptional Amount to be paid to the child each month.
Supplemental:	Display only; Populated based on the questions answered in the Emotional, Behavioral, and Physical tabs.
Total:	Display only; The sum of the three fields in the Recommended UFCR Rate group box.

**Box:** Exceptional Payment Justification

<b>Fields:</b>	Text field:	User entered text field describing the justification for an exceptional payment to the provider for the child; enabled; not required.
<b>Buttons:</b>	Save:	Standard Save processing.
	Close:	Standard Close processing.
	Calculate:	When selected, this button calculates the total sum of Basic, Exceptional, and Supplemental amounts.

### 1.2.21.3. Background Processing

- The Foster Care Rate Setting template cannot be launched prior to final approval.
- The other two templates cannot be launched until after final approval.
- The Physical amount is updated based on the Physical points.
- The Behavioral amount is updated based on the Emotional points.
- The Emotional amount is updated based on the Behavioral points.
- When the Rate Setting page is first opened (create mode), the 'Contracted Maintenance Amount' is enabled and displays 0.
- Upon save or clicking the Calculate button, the following processing occurs:

A- If the amount entered in the contracted maintenance amount field is not equal to the sum of the Basic and Supplemental amounts,

1. If the contracted maintenance amount is greater than the sum of the Basic and Supplemental amounts, the user will receive an informational message that says, "The exceptional amount will be reset based on the contracted maintenance amount. Do you wish to continue?"

Answering Yes will:

- Disable the Exceptional field.
- Reset the exceptional amount to "Contracted Maintenance Amount – Basic Amount- Supplemental Amount"

Answering No will:

- Stop the save or calculation process.

2. If the contracted maintenance amount is less than the sum of the Basic and Supplemental amounts and not equal to zero, the worker will receive a message that says "The contracted maintenance amount must exceed or be equal to the sum of the basic and supplemental amounts. If a contracted amount is not applicable, set Contracted Amount to zero".

3. If the contracted maintenance amount is equal to zero, the system will enable the Exceptional field, if disabled.

B- If the amount entered in the contracted maintenance amount field is equal to the sum of the Basic and Supplemental amounts, the system will disable the Exceptional field, if enabled.

- The text is saved in standard Doc Narrative format
- Foster Care Rate Settings are ended as follows when the Provider is inactivated as a result of the Provider Cleanup process:
  - All pending Rate Settings with the provider are not approved. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
  - Approved Rate Settings that began the previous month (For example the current date is 12/25 and the rate setting begin date is 11/01), the rate setting is ended with the last of the previous month (11/30) with an end reason of “Duplicate provider cleanup”. The Override checkbox is disabled. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
  - Approved rate settings that began the current month (For example the current date is 12/25 and the placement begin date is 11/01), are ended as Made in error and the rate setting begin and the end dates are made the same. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.
  - Approved Rate settings pro actively created with future dates are ended as Made in Error. Appropriate approval rows are inserted indicating the name of the person that was performing the provider cleanup.

#### **1.2.21.4. Save Processing**

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.’

#### **1.2.21.5. CRUD Matrix**

<b>Table Name</b>	<b><u>C</u>reate</b>	<b><u>R</u>ead</b>	<b><u>U</u>pdate</b>	<b><u>D</u>elte</b>
APPROVAL	X	X	X	X
ASSIGNMENT		X		

BOOKMARK_TABLE		X		
CASE		X		
CASE_PART		X	X	
DOC_NARRATIVE	X	X	X	
DOC_TABLE	X	X	X	
DOC_TEMPLATE		X		
EPISODE		X	X	
PROVIDER_ORG		X		
PRVD_SRVC_RATE		X		
RATE_SETTING	X	X	X	
SERVICE_RATE		X		
SERVICE_TYPE		X		
TICKLER	X	X	X	X
WORKER		X		

## 1.2.22. Page – Placement Correction History

**Placement Correction History - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child's Last Name: Abby Child's First Name: Allie [Search](#)  
 Child's Person ID: 9221747 DOB: 09/09/1995 [View Current Placements](#)

**Placement Correction History**

Created By	Approved By	Approval Date	Approval Status	
Dan Daisy			Pending	<a href="#">Edit</a>
Dan Daisy	Caitlin Cake	11/23/2004	Approved	<a href="#">View</a>
Dan Daisy	Caitlin Cake	11/23/2004	Approved	<a href="#">View</a>
Caitlin Cake	Caitlin Cake	11/23/2004	Not Approved	<a href="#">View</a>

[Create](#) [Close](#)

Done Local intranet

### 1.2.22.1. Page Overview

The Placement Correction History page displays all placement correction records for a specific child. The page is accessed via Utilities > Placement Correction on the eWiSACWIS menu bar. The page consists of two group boxes labeled, Child's Information and Placement Correction History. The worker selects the Search hyperlink, which accesses the Person Search page. The worker searches a child and clicks on the Cases expando and then selects the radio button next to the case the Placement Correction approval should be displayed under the Approvals expando and clicks 'Continue'. Based on the worker's eWiSACWIS security profile, the Placement Correction History page displays all placement correction records for the child.

The Placement Correction History page has two levels of security: The ability to view placement history and the ability to view and modify placement history. Security setup for this page is determined by the worker's security profile.

A worker with 'view-only' security settings is able to view a child's placement history across cases. Once the worker has searched out and selected a child, the Child's Information group box is populated with the child's person information, the Placement Correction History group box remains empty, the Create button is disabled and the worker has the option to select either the View Current Placements hyperlink or the Close button. Selecting the View Current Placements hyperlink opens the Placement History page, which displays a list of all of the child's placement history across cases.

A worker with 'modify' security settings is able to both view and modify a child's placement history. Once the worker has searched out and selected a child, the system prefills the Child's Information group box, prefills the Placement Correction History group box, displays Edit links next to a pending placement correction row, displays View links next to historical placement correction rows, displays the View Current Placements hyperlink, enables the Create button (if a pending correction row does not exist) and enables the Close button. Selecting the Edit link opens a pending placement correction record on the Placement History page. Selecting the View link opens a historical placement correction record on the Placement History page (the system only displays placements that were modifiable at the time the placement correction record was recorded). Selecting the View Current Placements hyperlink opens the Placement History page, which displays a list of all of the child's placement history across cases (note: the worker may select 'Validate Corrections to Placement History' to see what errors may exist for a case. This can be done with View or Create security). Selecting the Create button also opens the Placement History page and lists all placements for the child (this list does not include placements with the End Reason of Placement Made in Error). The Placement Correction History group box will be empty if it is the first placement correction for the child.

#### **1.2.22.2. Page Information**

Header        Child's Information  
Box:

Fields:	Child's Last Name:	Last name of the child who was searched or whose Placement Correction information is being viewed. Disabled; System derived from PERSON.nm_lst
	Child's First Name:	First name of the child who was searched or whose Placement Correction information is being viewed. Disabled; System derived from PERSON.nm_fst
	Child's Person ID:	EWiSACWIS ID of the child who was searched or whose Placement Correction information is being viewed. Disabled; System derived from PERSON.id_prsn
	DOB:	Birth date of the child who was searched or whose Placement Correction information is being viewed. Disabled; System derived from PERSON.dt_brth

Box:        Placement Correction  
              History



Fields:	Created By	The first and last name of the worker who created the specific correction record. Disabled; System derived from PLACEMENT_CORRECTION.id_cr
	Approved By	The first and last name of the worker who gave final approval for the specific correction record. Disabled; System derived from PLACEMENT_CORRECTION.Id_up
	Approval Date	The date the specific correction record received final approval. Disabled; System derived from PLACEMENT_CORRECTION.ts_up
	Approval Status	The status of the specific correction record. The following statuses are used: pending, approved, and not approved. Disabled; System derived from PLACEMENT_CORRECTION.cd_aprvl_stat
Links:	Edit	This link launches the Placement History page. The Edit link appears next to the placement correction line item when a Placement History page has been created and the record is awaiting final approval. Disabled; System derived from PLACEMENT_CORRECTION.cd_aprvl_stat = I,R, or P
	View	This link launches the Placement History page. The View link appears next to each approved and not approved placement correction line item. Disabled; System derived from PLACEMENT_CORRECTION.cd_aprvl_stat = A or N
	Search hyperlink	Access Person Search (see <i>CM10: Search</i> ). Completing the search, clicking the Cases expando, and selecting the appropriate radio button retrieves the Child's placement correction history.
	<i>View Current Placements</i>	This link appears once a child has been selected via the Search link. Selecting this link launches the Placement History page in 'view-only' mode. The Placement History page displays a complete list of all placements for the child across cases.
Buttons:	Create	Only workers with 'create placement corrections' security have the Create button enabled. This button launches the Placement History page and allows the worker to add/edit placements. This link is not enabled if a Pending correction record exists.
	Close	Standard Close processing.

### **1.2.22.3. Background Processing**

- Once the worker has searched and selected a child then the system determines the workers security access. The Placement Correction page has two levels of security:
  - 1) Ability to view placement history
  - 2) Ability to view and modify placement history
- When a worker without Placement Correction security access selects Utilities > Placement Corrections, the following message is displayed ‘Security Error – You are not Authorized to access this functionality. Please contact your Security Delegate with the following information to request access. (User Profile, Resource, Action)’
- Accessing the page with ability to view placement history, once the worker has searched out and selected a child:
  - The Child’s Information group box is populated with the child’s person information.
  - The Placement Correction History group box remains empty.
  - The Create button is disabled.
  - The View Current Placements hyperlink and the Close button are enabled. Selecting the View Current Placements hyperlink opens the Placement History page, which displays a list of all of the child’s placement history across cases. Selecting the Close button results in standard Close processing.
- Accessing the page with the ability to view and modify placement history, once the worker has searched a child:
  - The Child’s Information group box prefills with the child’s person information.
  - The Placement Correction History group box retrieves information from the PLACEMENT\_ CORRECTION table. Each line displays the following information: created by, approved by, approval date, approval status, and an action hyperlink (e.g., edit, view).
  - The View Current Placements link is enabled.
  - Create and Close buttons are enabled.
  - Edit links enabled next to pending placement correction records.
  - View links are enabled next to historical placement correction records.
  - The Placement Correction History group box is empty if it is the first placement correction for the child.
  - The View Current Placements hyperlink and the Close button are enabled. Selecting the View Current Placements hyperlink opens the Placement History page, which displays a list of all of the child’s placement history across cases. Selecting the Close button results in standard Close processing.

- Users will not be able to make corrections to the child's placement history unless the child's DOB is recorded in the system. If the child's DOB is not recorded in the child's person record, display the following error message: 'The Child's Age must be documented before accessing the Placement Correction History page. Please enter this information via Person Management. You must have an open assignment to the case in order to correct this error. If this is a closed case you must reopen the case by creating a 'Re-Open – Update AFCARS data' type of services intake.'
- There can only be one pending placement correction record at any time. The 'Create' button will not be enabled if a pending placement correction record already exists.
- The Approval Status field prefills the status of the specific correction record. The following statuses are used: pending, approved, and not approved. This information is retrieved from the PLACEMENT\_CORRECTION table. The table stores the following values: I 'Initial', R 'Recall', P 'Pending', A 'Approved', and N 'Not Approved'.
  - If the field value is I, R, or P then display 'Pending' in the Approval Status field.
  - If the field value is A then display 'Approved' in the Approval Status field.
  - If the field value is N then display 'Not Approved' in the Approval Status field.

#### **1.2.22.4. Save Processing**

- N/A – No save processing on this page.

#### **1.2.22.5. CRUD Matrix**

<b>Table Name</b>	<b>CRUD</b>
PLACEMENT_CORRECTION	R
PERSON	R

### 1.2.23. Page – Placement History

**Placement History -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child's Last Name: Abby Child's First Name: Allie  
 Child's Person ID: 9221747 DOB: 09/09/1995

**Placement History**

Case ID	Begin Date	End Date	End Reason	Provider	Service Type	Placement Status	Status
Removal Date: 11/01/1997			Discharge Date: 09/30/1999				
9221241	11/01/1997	09/30/1999	Reunification w/ Parent (s)/Primary Crtr	Greta Grape	Foster Home-Gen. License 0-4 years old	Fstr Fam Hm (Non-Rel)	<a href="#">Edit</a>
Removal Date: 08/13/2001			Discharge Date: 04/25/2002				
9221241	08/13/2001	02/01/2002	Agency Requested Change	Kathy Kellogg	Foster Home-Gen. License 5-11 years old	Fstr Fam Hm (Non-Rel)	Modified <a href="#">Edit</a>
9221241	02/02/2002	04/25/2002	Transfer of Guardianship Relative	Mike Fernald	Foster Home-Gen. License 5-11 years old	Fstr Fam Hm (Non-Rel)	<a href="#">Edit</a>
Removal Date: 04/26/2002			Discharge Date: 03/21/2003				
Case ID	Begin Date	End Date	End Reason	Provider	Service Type	Placement Status	Status

Options:

#### 1.2.23.1. Page Overview

The Placement History page displays placement information for a specific child and allows a worker to modify each individual historical placement depending on how the worker accesses the page. The Placement History page is accessed by selecting one of the following links/buttons on the Placement Correction History page: Edit link, View link, View Current Placements hyperlink, or the Create button. This page consists of two group boxes labeled, Child's Information and Placement History. Each Placement History line displays the Case ID, Placement Begin date, Placement End date, Provider Name, Service Type, Placement Status, Placement End Reason, Status, and a placement edit/delete hyperlink. In order to separate placements into AFCARS episodes, the Removal Date and the Discharge Date are displayed at the beginning of each new episode.

Selecting the Edit link on the Placement Correction History page opens the Placement History page in edit mode. Based on the Status column, the worker is able to determine if the placements are modifiable, have been modified, or have been inserted through the Placement Correction functionality. The worker is able to edit existing placements, insert missing placements, and delete placement rows that were added via the 'Insert' button. Only new

placements added through the Placement Correction pages can be deleted via the Delete link prior to final approval.

Selecting the View link on the Placement Correction History page opens the Placement History page in view-only mode. The worker is able to see the placements that have been modified or inserted based on the Status column and view each specific change by selecting the View link next to each placement. This list only includes placements that were modifiable at the time the placement correction record was created.

Selecting the View Current Placements hyperlink on the Placement Correction History page launches the Placement History page and populates the page with the child's complete placement history across cases (not including placements with the End Reason of Placement Made in Error).

Selecting the Create button on the Placement Correction History page launches the Placement History page. This page populates with all placements for the child (not including placements with the End Reason of Placement Made in Error). The Status column displays whether or not the placement is modifiable. Non-modifiable placements include placements that are open or placements that are undergoing payment processing.

In order to verify that the placement and episode history are valid, the page checks for several edits. Selecting the 'Validate Corrections to Placement History' item on the options dropdown field processes an edit check against the placement history. Edits include the following: overlapping placement dates; edits related to the discharge and removal. These edits are explained in detail in the 'Save Processing' section. The same edit checks are invoked when the worker approves the placement correction and selects the Save button. The system allows the worker to save work with errors, however errors must be corrected prior to final approval.

#### **1.2.23.2. Page Information**

Header      Child's Information  
Box:

Fields:	Child's Last Name:	The last name of the child who was searched or whose Placement History information is being viewed. Disabled; System derived from PERSON.nm_1st
	Child's First Name:	The first name of the child who was searched or whose Placement History information is being viewed. Disabled; System derived from PERSON.nm_fst
	Child's Person ID:	The eWiSACWIS ID of the child who was searched or whose Placement History information is being viewed. Disabled; System derived from PERSON.id_prsn
	DOB:	The birth date of the child who was searched or whose Placement History information is being viewed. Disabled; System derived from PERSON.dt_brth

Box:	Placement History	
Fields:	Case ID	The eWiSACWIS Case ID number for the case where the specified Out of Home Placement is recorded. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.id_case
	Begin Date	The begin date for the specific placement. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_bgn_new
	End Date	End Date on which the placement actually ended. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_end_new
	End Reason	Reason why the child's placement ended. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_end_rsn_new
	Provider	Provider the child was placed with for the specific placement line item. Disabled; System derived from EPISODE.tx_prvd. If the field is NULL, then pull data from PROVIDER_ORG.tx_prvd_nm and PROVIDER_ORG.nm_prvd_fst
	Service Type	The service type listed for the specific placement line item. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_srvc
	Placement Status	The placement status listed for the specific placement line item. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_plcm_setng_new
	Status	Displays the correction status of the specific line item. If a placement has not been modified then the status field is blank. If the placement row has been modified then the status is 'Modified' and if the row was created via the 'Insert' button then the status is 'New'. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_status. 0 = Not Modifiable, 1 = Not Modified, 2 = Modified, 3 = New.
Links:	Edit	Launches the Placement Correction Detail page in edit-mode. Placement information prefills into the Original and Modification fields for all information captured on the page.

	Delete	The Delete link appears to the right of the Edit link of a new placement addition created through clicking on the Insert button. Selecting the Delete link deletes the selected placement row. Only new placements added through the Placement Correction pages can be deleted via the Delete link prior to final approval. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_status = 3
	View	Launches the Placement Correction Detail page in view-only mode. Placement information prefills into the Original and Modification fields for all information captured on the page. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_aprvl_stat = A, N or Action = view
Buttons:	Insert	Launches a new Placement Correction Detail page. The Original fields will be disabled and empty. Modification fields will be enabled and empty.
	Print History	Prints the Placement History page including the information collected in the Child Information group box and the entire Placement History group box.
	Save	In addition to the standard Save processing, when saving the record after selecting 'Approve', this button processes an edit check against the placement history. The system will allow the worker to save work with errors, however errors must be approved prior to final approval.
	Close	Selecting Close will return the worker to a refreshed Placement Correction History page.
Options:	Approval	Standard Approval processing.
	Validate Corrections to Placement History	Processes an edit check against the placement history.

### 1.2.23.3. Background Processing

- Accessing the Placement History page via the Edit link on the Placement Correction History page:
  - Populates the Placement History page with the specific pending placement correction record.
  - This information is retrieved from the PERSON and PLACEMENT\_CORRECTION\_DETAIL tables. Upon opening the page, the system inserts all placements from the EPISODE table (not including placements with the End Reason of 'Placement Made in Error'). The Status field is also updated where the status has

changed from non-modifiable to modifiable (placements that have closed since the last time the Placement Correction record was created and placements that have completed the payment process).

- When new placements are added from the EPISODE table, display the following message: ‘Additional placements are now modifiable since the last time this record was accessed.’
- Placements will be saved to the PLACEMENT\_CORRECTION\_DETAIL.
- The following items are enabled: Edit link, Delete link, Insert button, Save button, Close button, and the Options Dropdown.
- Accessing the Placement History page via the View link on the Placement Correction History page:
  - Populates the Placement History page with the placement history record in view-only mode. This list only displays placements that were modifiable at the time the historical placement correction record was completed.
  - This information is retrieved from the PERSON, EPISODE, and PLACEMENT\_CORRECTION\_DETAIL tables.
  - The page opens and disables the Edit, Delete, and View links, disables the Insert and Save buttons, and does not show the Validate Corrections to Placement History item on the Options Dropdown. The Close button is enabled.
- Accessing the Placement History page via the View Current Placements hyperlink on the Placement Correction History page:
  - Populates the page with a complete placement history including open placements and placements that are undergoing the payment process (this list will not include placements with the Ending Reason of Placement Made in Error).
  - This information is retrieved from the EPISODE table.
  - The page opens and disables the Edit, Delete, and View links, disables the Insert and Save buttons, and enables the Options Dropdown with the ‘Validate Corrections to Placement History’ option. The Close button is enabled.
- Accessing the Placement History page via the Create button on the Placement Correction History page (before save):
  - Upon selecting the Create button on the Placement History page, the system verifies that the child does not have a pending Person Merge record. If a pending Person Merge record exists, then display the following message, ‘Cannot create a Placement Correction record. A pending Person Merge record exists for this child.’
  - Placement History page information is retrieved from the EPISODE table.
  - Populates the page with all placements for the child, except for placements with the End Reason of Placement Made in Error.



- To determine whether the placement is in the payment process the system uses the following logic:
  - Non-paid placements (Service\_Type.fl\_pmnt\_allwd='N' where Service\_Type.cd\_srvc = Episode.cd\_srvc) will be displayed and available for correction.
  - Paid placements (Service\_Type.fl\_pmnt\_allwd='Y' where Service\_Type.cd\_srvc= Episode.cd\_srvc) will not be displayed or available for correction until 36 days have passed since the worker has finally approved the placement ending. The 36-day delay ensures that a monthly check run has taken place (and overpayment/payments were generated), and it accounts for the variations in the check processing schedule because of holidays, weekends and so forth.
- Opening the page in 'Create' mode, the Edit links are enabled as well as the Insert button, the Save button, and the Options drop down.
- Accessing the Placement History page via the Create button on the Placement Correction History page (after save):
  - Information is pulled from the PLACEMENT\_CORRECTION\_DETAIL table.
  - Delete links appear next to placements inserted via the 'Insert' button.
- Accessing the Placement History page via the Create button on the Placement Correction History page for a child without any placement history:
  - Upon selecting the Create button on the Placement History page, the system verifies that the child does not have a pending Person Merge record. If a pending Person Merge record exists, then display the following message, 'Cannot create a Placement Correction record. A pending Person Merge record exists for this child.'
  - Display the following message, 'There are no placements to correct. Insert new historical placement?' Yes, No, Cancel.
  - Selecting either No or Cancel returns the worker to the Placement History page.
  - Selecting Yes opens a new Placement Correction Detail page. If the worker closes out of the Placement Correction Detail page without saving, the system takes the worker back to the Placement Correction History
  - The system prevents deleting the last placement for a child on the Placement History page (that was inserted through the Placement Correction functionality). If the worker selects the Delete link next to a child's last placement, display the following error message: 'Cannot delete the only Placement Correction Detail.'
- Placement history is organized by episode in the Placement History group box. Voluntary Kinship cases are treated as separate episodes in and of themselves and are associated with AFCARS placement episodes, however these placements are displayed on the Placement History page as a part of the placement history. Each episode has a header, which displays the Removal from Home Date and the Discharge from all Placements Date (if the dates are not captured in the PLACEMENT\_CORRECTION\_DETAIL table then the header field will be empty). The system creates header breaks at the following instances:

- Before a Removal from Home placement that is not a Placement Made in Error. (EPISODE.fl\_Removal='Y' or PLACEMENT\_CORRECTION\_DETAIL.fl\_Removal\_new='Y' and cd\_end\_rsn does not equal 100).
- After a placement flagged as a Discharge from All Placements that is not a Placement Made in Error. (Fl\_Plcm\_Dsch='Y' and cd\_end\_rsn does not equal 100).
- Before a placement with a Placement Status of Voluntary Kinship (CD\_PLCM\_SETNG=13).
- After a placement with a Placement Status of Voluntary Kinship(CD\_PLCM\_SETNG=13).
- The system processes an edit check when the worker selects the 'Validate Corrections to Placement History' item on the options dropdown field. The following save prompt will launch prior to processing the edits which requires the user to save the Placement History page even though errors may exist 'This will save Placement History page information. Do you want to continue?' The type of error(s) found through the edit processing display in an Error Dialog box. The same edit checks will be invoked when the worker flags the placement correction record for approval and clicks the Save button. If no errors were found upon selecting 'Validate Corrections to Placement History', then the following error message will be displayed in an Error Dialog box, 'No errors were found.'
- The system processes edits for the following error messages when the worker selects the 'Validate Corrections to Placement History' item from the Options dropdown. (**NOTE – Placements with the End Reason of Placement Made in Error should be excluded from all error edit checks**):
  1. Overlapping placements – If placements contain overlapping placement dates, display the following error message 'Invalid placement date(s). There are # overlapping placements. Begin Date(s): ##'
  2. Removal from Home edits are processed to validate removal from home dates:
    - If the first (non-Voluntary Kinship) placement (based on placement begin date) is not flagged as a removal, display the following error message: 'The MM/DD/YYYY placement is not setup as a Removal from Home.'
    - If the placement following a discharge from all placements is not Voluntary Kinship placement and is not flagged as a removal, display the following error message: 'The MM/DD/YYYY placement is not setup as a Removal from Home.'
    - If the first placement following a placement with a Voluntary Kinship Placement Status is not flagged as a removal, display the following error message: 'The MM/DD/YYYY placement is not setup as a Removal from Home.'
  3. Discharge from all Placement edits are processed to validate discharge from all placements:
    - If the first placement prior to a non-Voluntary Kinship removal placement is not flagged as a discharge (and is not a Voluntary Kinship placement), display the

following error message: 'The placement with the begin date of MM/DD/ YYYY is not setup as a Discharge from All Placements.'

- If the first placement prior to a Voluntary Kinship placement is not flagged as a discharge reason (and is not a Voluntary Kinship placement), display the following error message: 'The placement with the begin date of MM/DD/ YYYY is not setup as a Discharge from All Placements.'
- 4. For a Removal from Home placement, if the Placement Begin Date is different from the Placement Removal Date, then display the following message: 'The Placement Begin Date is different from Date Removed from his/her home for the placement with the begin date of MM/DD/YYYY. Removal from Home placements should have the same date for Placement Begin Date and Date Removed from his/her home.'
- 5. Invalid placement gaps: If there is a difference between the End date of a prior placement and the Begin date of a subsequent placement, and if the result of the compute shows a difference of 2 or more days, and if the prior placement was not a discharge from all placements (EPISODE.FL\_PLCM\_DSCH = 'Y'), then display the following message: "Invalid placement gap: There is a difference of # days between the End Date (MM/DD/YYYY) of the prior placement and the Begin Date (MM/DD/YYYY) of the subsequent placement. You must correct the placement gap."
- When selecting the Delete link next to a placement correction record. The system does not actually delete the item from the PLACEMENT\_CORRECTION\_DETAIL table until the page is saved.
- Placements with the 'Duplicate Provider Clean-up' End Reason will not be displayed as a separate value. Processing is similar to the birthday batch placements. (The fields will be dynamic to read from Code\_Desc).
- 

#### **1.2.23.4. Save Processing**

- Once a change has been made or upon final approval, execute the save processing as follows:
  1. If the 'Placement is a Removal from Home' checkbox is selected on the Placement Correction Detail page:
    - Update subsequent placements to the same removal date, until you reach a placement with the removal (FL\_RMVL = 'Y') or a placement flagged as a discharge (FL\_PLCM\_DSCH = 'Y').
  - Upon approval of the Placement History page, execute the edit checks as outlined under the Validate Corrections to Placement History background processing. If there are errors, then display the errors in an Error Dialog box. If there are no errors, then forward the approval to the selected supervisor. Save processing continues as follows:
    1. If the 'Placement is a Removal from Home' checkbox is selected on the Placement Correction Detail page:

- Update subsequent placements to the same removal date, until you reach a placement with the removal (FL\_RMV = 'Y') or a placement flagged as a discharge (FL\_PLCM\_DSCH = 'Y').
2. If the Placement Discharge dates change, follow the following logic:
    - If FL\_PLCM\_DSCH\_NEW changed from 'Y' to 'N' set PLACEMENT\_CORRECTION\_DETAIL.dt\_trans\_dsch\_new=NULL
    - If FL\_PLCM\_DSCH\_NEW changed from 'N' to 'Y' update EPISODE.DT\_TRANS\_DSCH = Current System Date
    - If FL\_PLCM\_DSCH does not change, then EPISODE.DT\_TRANS\_DSCH remains the same
  3. If a placement is modified via the Placement Corrections Detail page (CORRECTION\_DETAIL.cd\_status=2), then update the EPISODE table with the information that was modified by the worker and indicate that the record was modified (EPISODE.fl\_corrected='Y').
  4. If a placement was inserted via the Insert button (CORRECTION\_DETAIL.cd\_status=3 'new'), then insert into the EPISODE table with the information that was modified by the worker and with the following default values:
    - This placement was corrected via the Placement Correction functionality – Yes. (EPISODE.FL\_CORRECTED = 'Y')
    - This placement is an Emergency Placement – No. (EPISODE.FL\_EMRGNCY = 'N')
    - This is a non-conforming placement – No. (EPISODE.FL\_NON\_CNFRM = 'N')
    - This is an Adoptive Placement – No. (EPISODE.PRE\_ADPT = 'N')
    - This is an After Hours Placement – No. (EPISODE.FL\_AFTER\_HOURS = 'N')
    - Check if this is a split payment – No (EPISODE.FL\_SPLIT = 'N')
    - Do not send the referral to KIDS. (EPISODE.CD\_KIDS = '5')
    - Is the child under a court dispositional order and placed outside the home under this order in the last six months? – N/A. (EPISODE.FL\_LEGAL = 'U')
    - Is this referral in the best interest of the child? – Yes. (EPISODE.FL\_BEST\_INTRST = 'Y')
    - Is this placement expected to be long term? – Yes. (EPISODE.FL\_LONG\_TERM = 'Y')
    - Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? – No. (EPISODE.FL\_CS\_COURT\_ORDR = 'N')
    - Target Pop – CHIPS-Other. (EPISODE.CD\_TARGET\_GRP = 1)

- If placement is a kinship placement, then set Relationship of Child to Kinship Provider – Other Relative. (IF PLACEMENT\_CORRECTION\_DETAIL.CD\_PLCM\_SETNG = 12 or 13 then EPISODE.CD\_REL = 8)
  - School District Code – State. (EPISODE.CD\_SCHL\_DSTRCT = 494)
  - Parent Agency is defaulted to the current Parent Agency at the time of approval. (EPISODE.ID\_BSNS = the provider's current ID\_BSNS).
  - For new placements added through the Placement Correction pages and saved to the EPISODE table, update the PLACEMENT\_CORRECTION\_DETAIL table with the new ID\_EPSD. This will be used to determine which corrected placements should be displayed on the outliner.
  - Final save processing should not override the original approval information in the APPROVAL table. The placement's original approval dates will remain unchanged.
5. Retrieve all of the valid eligibility records for the child (Eligibility.fl\_void='N'). For every eligibility record found, the Days of Care database procedure is called using the child ID and the following variables:
- ELIGIBILITY ID= Eligibility.id\_elig  
CASE ID= Eligibility.id\_case  
WORKER ID= ID of the worker who finally approved the placement correction.  
EFFECTIVE DATE= Eligibility.dt\_bgn if Eligibility.fl\_cmplt='N', Eligibility.dt\_eff if Eligibility.fl\_cmplt='Y'
  - For details regarding the Days of Care database procedure, refer to the 'Internal Conversion/Database Developer Guide'.
6. Send the Placement Correction Automated Messages. Details are noted in the following

#### 1.2.23.5. Automated Messages

- Upon final approval of the Placement History page, send the following automated message as outlined:
 

To: Network address of the worker with an Eligibility assignment type of the child's most recent placement.

CC: None

Subject: Placement Correction

Message: A placement correction record has been created for CHILD NAME (CHILD eWiSACWIS ID), Please verify the child's eligibility information.

#### 1.2.23.6. CRUD Matrix

Table Name	CRUD
PERSON	R

Table Name	CRUD
EPISODE	CRU
PLACEMENT_CORRECTION	CR
PLACEMENT_CORRECTION_DETAIL	CRUD
APPROVAL	CR
PROVIDER_ORG	R
SERVICE_TYPE	R
CODE_DESC	R

### 1.2.24. Page – Placement Correction Detail

**Placement Correction Detail -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

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**Placement Information**

**Correction Source:** Existing Placement

Child's Last Name: Abby      Child's First Name: Allie      Child Person ID: 9221747      DOB: 09/09/1995

Case Type and Case ID: CPS Family - 9221241      County: Milwaukee

**Service Category:** Foster Home - General License      **Service Type:** Foster Home-Gen. License 0-4 years old

**Provider Name:** Greta Grape      Provider ID: 700002

Comments:

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**Placement Correction Detail**

	Original	Modification
<b>Placement Begin Date:</b>	11/01/1997	11/01/1997
<b>Placement is a Removal from Home:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">Removal Reasons</a>
<b>Date Removed from his/her home:</b>	11/01/1997	11/01/1997
<b>Manner:</b>	Court Ordered	Court Ordered
<b>Caretaker Structure:</b>	Married Couple	Married Couple
<b>Primary Caretaker:</b>	Alice Abby	Alice Abby
<b>Secondary Caretaker:</b>	Art Abby	Art Abby
<b>Placement Status:</b>	Fstr Fam Hm (Non-Rel)	Fstr Fam Hm (Non-Rel)

Reset Save Close

#### **1.2.24.1. Page Overview**

The Placement Correction Detail page is used to correct/document the circumstances surrounding the placement of a DHFS child. This page will be used to add comments in the Comments field and to correct the following placement information:

- 1) Placement Begin Date
- 2) Removal Date
- 3) Placement is a Removal from Home
- 4) Removal Reasons
- 5) Removal Manner
- 6) Caretaker Structure
- 7) Primary Caretaker
- 8) Secondary Caretaker
- 9) Placement End Date
- 10) Actual Name of Default/Historical Provider (if applicable)
- 11) Placement Ending Purpose
- 12) Placement End Reason
- 13) Discharge Reason
- 14) Placement Status

In addition to these 14 data elements, the user will be required to determine the following information when entering a historical placement:

- 1) Case ID Number and Type
- 2) County
- 3) Service Category
- 4) Service Type
- 5) Provider ID (using the Search hyperlink).

Selecting one of the following navigation items on the Placement History page accesses the Placement Correction Detail Page: View link, Edit link or Insert button. The page prefills the fields in the Placement Information and Placement Correction Detail group boxes. Each modifiable item has two columns of information: the original placement information (which is disabled and non-modifiable), and the modified information (which is enabled and modifiable depending on the rules of the page detailed in the Background Processing section).

This page also includes a new stand-alone field (Actual Name of Default/Historical Provider (if applicable) field), which allows the workers to record the actual name of a provider in a record where a default provider is used. Templates such as the Permanency Plan and the Statewide Court Report display the name of the provider entered by the user in the 'Actual Name of Default/Historical Provider (if applicable):' field in lieu of default provider name.

When entering a provider for a new placement record via the Placement Correction Detail page, the provider record must exist in the system. Since this page is used to enter historical placements, it is possible that the providers are not setup in eWiSACWIS. In this scenario, workers are able to use the county's default provider and then enter the actual name into the 'Actual Name of Default/Historical Provider (if applicable):' field.

#### **1.2.24.2. Page Information**

Box: Placement  
Information

Fields:	Correction Source	Identifies the source of the placement record displayed on the page. The two possibilities are: Existing Placement or New Placement.
	Child's Last Name:	The last name of the child whose Placement History information is being viewed. Disabled; System derived from PERSON.nm_lst
	Child's First Name:	The first name of the child whose Placement History information is being viewed. Disabled; System derived from PERSON.nm_fst
	Child's Person ID:	The eWiSACWIS ID of the child whose Placement History information is being viewed. Disabled; System derived from PERSON.id_prsn
	DOB:	The birth date of the child whose Placement History information is being viewed. Disabled; System derived from PERSON.dt_brth
	Case Type and Case ID	<p>The Case Type and ID where the placement is recorded. For an existing placement: Disabled; System derived from CASE.cd_case_type and PLACEMENT_CORRECTION_DETAIL.id_case</p> <p>For a placement inserted via the 'insert' button: Enabled; System derived from CASE.cd_case_type and PLACEMENT_CORRECTION_DETAIL.id_case</p>
	County	Name of the County that placed the child; enabled and required if the worker is inserting a new placement. Grayed out if the placement is a modification. If the worker is inserting a new placement, the field will be enabled and will default with the county of the worker that initially created the placement correction record. The worker is able to choose another County from the dropdown list if another county placed the child. System derived from PLACEMENT_CORRECTION_DETAIL.Cd_cnty



	Service Category	Category of service in which the child specified in the window header is placed; System derived from SERVICE_TYPE.cd_srvc_ctgry
	Service Type	Type of service in which the child specified in the window header is placed; user selected drop down list filters based on the worker's county and the Service Category selected; required.  - The Service Type field only displays OHP service types. The list of the county's service categories and types will be available for selection when adding a new placement. The Placement Correction Detail page will not run system processing that checks licensing or capacity information, or verifies the selected service type is appropriate for the child's age. Creating the placement will also not affect the provider's capacity information. System derived from SERVICE_TYPE.cd_srvc_ctgry
	Provider Name	Name of the provider; system derived from the provider specified in the Provider Organization Search; not user modifiable; disabled and grayed out. System derived from PROVIDER_ORG.id_prvd_org
	Provider ID	ID of the provider; system derived from the provider specified in the Provider Organization Search; not user modifiable; disabled and grayed out. System derived from PROVIDER_ORG.tx_prvd_nm and PROVIDER_ORG.nm_prvd_fst
	Comments	User-entered text field; 500 max length, enabled and not required.
Box	Placement Correction Detail	
Fields:	Original Placement Begin Date	Original date on which the placement began; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_bgn_old
	Modified Placement Begin Date	Modified date on which the placement began; user entered date field; will accept current date or past dates up to 125 years prior to today's date; will not accept future dates; Required; Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_bgn_new
Checkbox:	Original Placement is a Removal from Home:	Indicates that the original placement is a removal from home and sets fl_rmv1='Y'. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.fl_rmv1_old

	Modified Placement is a Removal from Home:	Indicates that the modified placement is a removal from home and sets fl_rmv1='Y'. Required if the 'Placement is a Removal from Home' checkbox is selected. Prefills from PLACEMENT_CORRECTION_DETAIL.fl_rmv1_new
Links:	Removal Reasons	Accesses the Correction Removal Reasons pop-up page.
Fields:	Original Date Removed from his/her home:	Original date on which the child was first removed from home; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_rmv1_old
	Modified Date Removed from his/her home:	Modified date on which the child was first removed from home; user-entered for Removal Placements; pre-filled date for placements that are not the Removal Placements; will accept dates prior to and equal to Placement Begin Date only; The Date Child Removed from Home field is only enabled if the Removal from Home checkbox is selected. System derived from PLACEMENT_CORRECTION_DETAIL.dt_rmv1_new
	Original Manner	The original manner in which a child was removed from home; user selected drop down list; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_rmv1_mnr_old
	Modified Manner	The modified manner in which a child was removed from home; user selected drop down list; required if the 'Placement is a Removal from Home' checkbox is selected. Prefills from PLACEMENT_CORRECTION_DETAIL.cd_rmv1_mnr_new
	Original Caretaker Structure	Original structure of the caretaker situation from which a child was removed; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_crtkr_old
	Modified Caretaker Structure	Modified structure of the caretaker situation from which a child was removed; user selected drop down list; required if the 'Placement is a Removal from Home' checkbox is selected. Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_crtkr_new
	Original Primary Caretaker	Original identification of the primary caretaker of the child named in the Child field in the page header; System derived from PLACEMENT_CORRECTION_DETAIL.Id_prsn_pc_old

Modified Primary Caretaker	Modified identification of the primary caretaker of the child named in the Child field in the window header; user selected drop down list; required if the 'Placement is a Removal from Home' checkbox is selected. Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.Id_prsn_pc_new
Original Secondary Caretaker	Original identification of the secondary caretaker of the child named in the Child field in the window header; user selected drop down list; cannot be a duplicate value of Primary Caretaker; required if the 'Placement is a Removal from Home' checkbox is selected. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.Id_prsn_sc_old
Modified Secondary Caretaker	Modified identification of the secondary caretaker of the child named in the Child field in the window header; user selected drop down list; cannot be a duplicate value of Primary Caretaker; required if the 'Placement is a Removal from Home' checkbox is selected. Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.Id_prsn_sc_new
Original Placement Status	Original specification of the setting in which the child named in the Child field in the window header is placed; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_plcm_setng_old
Modified Placement Status	Modified specification of the setting in which the child named in the Child field in the window header is placed; user selected drop down list; required. AFCARS and non-AFCARS values are identified. This field is filtered based on the selected Service Category. Required; Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_plcm_setng_new
Original Actual Name of Default/Historical Provider (if applicable)	Original field of the actual name of the provider; user-entered text field; Max length is 500 characters; System derived from PLACEMENT_CORRECTION_DETAIL.tx_prvd_nm_old

Modified Actual Name of Default/Historical Provider (if applicable)	Modified filed of the actual name of the provider; user-entered text field; Max length is 500 characters. This field is enabled when the Provider Name is a default provider. The system determines if the provider is a default provider if the name contains any of the following words: default, dflt, provider, and prvd; System derived from PLACEMENT_CORRECTION_DETAIL.tx_prvd_nm
Original Placement End Date	Original End Date on which the placement actually ended; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_end_old
Modified Placement End Date	Modified End Date on which the placement actually ended; user entered date field; required; enabled; System derived from PLACEMENT_CORRECTION_DETAIL.dt_end_new
Original Ending Purpose	Original general reasons why the child's placement has ended. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_ending_purpose_old
Modified Ending Purpose	Modified general reasons why the child's placement has ended. These reasons will filter the values in the Ending Reason dropdown field; user selected drop down list; required. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_ending_purpose_new
Original Ending Reason	Original reason why the child's service has ended; user selected drop down list; required. The dropdown list is filtered based on the Ending Purpose selected. Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_end_rsn_old
Modified Ending Reason	Modified reason why the child's service has ended; user selected drop down list; required. The dropdown list is filtered based on the Ending Purpose selected. Disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_end_rsn_new
Original - Is the end of this child's placement a discharge from all placements?	Original indication of whether the end of the child's placement is an end to all placements (i.e. is the child going home); disabled; System derived from PLACEMENT_CORRECTION_DETAIL.fl_plcm_dsch_old

	Modified - Is the end of this child's placement a discharge from all placements?	Modified indication of whether the end of the child's placement is an end to all placements (i.e. is the child going home); enabled; System derived from PLACEMENT_CORRECTION_DETAIL.fl_plcm_dsch_new
	Original Discharge Reason	Original reason why the child is discharged from all placements; disabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_plcm_dsch_rsn_old
	Modified Discharge Reason	Modified reason why the child is discharged from all placements; user selected drop down list; required based on End Reason selected. Enabled; System derived from PLACEMENT_CORRECTION_DETAIL.cd_plcm_dsch_rsn_old
Buttons:	Reset	Resets the Modifiable fields back to the values displayed in the Original fields.
	Save	Standard Save Processing.
	Close	Standard Close Processing.

#### **1.2.24.3. Background Processing**

- Accessing the Placement Correction Detail page via the Edit link on the Placement History page:
  - Populates the fields in the Placement Information and Placement Correction Detail group boxes from the PLACEMENT\_CORRECTION\_DETAIL table.
- Each field has a column for original placement information and modified placement information. When modifying an existing placement, both columns prefill the same placement values. The original column will be disabled and non-modifiable. The Modification column will be enabled and modifiable for fields that can be changed.
- Accessing the Placement Correction Detail page via the View link on the Placement History page:
  - Populates the fields in the Placement Information and Placement Correction Detail group boxes from the PLACEMENT\_CORRECTION\_DETAIL table.
- Each field has a column for original placement information and modified placement information. Both columns will be view-only, disabled, and non-modifiable.
- Accessing the Placement Correction Detail page via the Insert button on the Placement History page:
- Other than the Placement Information group box, each field has a column for original placement information and modified placement information. Since this is a new inserted

placement, the Original column is empty, disabled, and non-modifiable. The Modification column is also empty, however the fields that are modifiable are enabled.

- If the Placement Removal from Home checkbox is selected, process as follows:
  - Set `PLACEMENT_CORRECTION_DETAIL.dt_rmv1` = `PLACEMENT_CORRECTION_DETAIL.dt_bgn`.
  - Set `PLACEMENT_CORRECTION_DETAIL.fl_rmv1` = 'Y'.
  - Enable the Date Child Removed from Home field.
  - Enable the Child Removal from Home group box and make the following fields mandatory: Manner, Caretaker Structure and Primary Caretaker.
  - Display and enable the Removal Reasons hyperlink.
  - Launch the Pop-up Correction Removal Reasons pop-up page and follow processing for Removal Reasons.
- If the Placement Removal from Home checkbox is not selected or if the checkbox is deselected, this indicates that the placement is not a removal from home. Process as follows:
  - Disable the field `PLACEMENT_CORRECTION_DETAIL.dt_rmv1_new`
  - If the child's new placement is NOT a Removal Placement, the removal date is pre-filled upon refresh of the Placement History page with the removal date from the child's most recent removal placement.
  - Set `PLACEMENT_CORRECTION_DETAIL.fl_rmv1_new` = 'N'.
  - Clear and disable the following fields: Date Removed from his/her home, Manner, Caretaker Structure, Primary Caretaker, and Secondary Caretaker.
  - Disable the Removal Reasons hyperlink and set all removal reasons flags = 'N' on Correction Removal Reasons pop-up page.
- If the worker changes the Placement Status of the Current OHP to Voluntary Kinship Placement Status (`PLACEMENT_CORRECTION_DETAIL.cd_plcm_setng` = 13):
  - Disable `PLACEMENT_CORRECTION_DETAIL.dt_rmv1_new`
  - Uncheck the Placement is a Removal from Home checkbox
  - Set `PLACEMENT_CORRECTION_DETAIL.fl_rmv1` = 'U'.
  - Clear and disable the Child Removal from Home information group box. This Placement Status does not require removal information.
  - Disable and set all removal reasons flags = 'N' on Correction Removal Reasons pop-up page.
- If the worker changes the Placement Status of the Current OHP from Voluntary Kinship Placement (`PLACEMENT_CORRECTION_DETAIL.cd_plcm_setng` = 13) to another value:

- Enable the Placement is a Removal checkbox. If the checkbox is selected follow the same removal process outlined previously.
- When inserting a new out of home placement via the Placement Correction Detail page:
  - The 'Case Type and Case ID' field is enabled. The Case Type and Case ID display in a single dropdown field for each open and closed case where the child is a participant. This field is a required field and cannot contain a null value.
  - The values in the Service Category field filter based on the value entered in the County field. The Service Type and Placement Status fields filter based on the value selected in the Service Category field (filtering logic described on page 32).
  - The Provider Search link is available. The County field prefills with the name of the county of the worker creating the correction record. The field is required and enabled, which allows the worker to change the County field to the actual county where the child was placed for the specific placement page.
  - Once a default provider is searched via the Provider Search page, the value is prefilled into the Provider field and the 'Actual Name of Default/Historical Provider (if applicable):' field becomes enabled.
- The Placement Ending Reasons field on the placement correction detail page should incorporate the following logic:
  - If the Ending Reason field is enabled then the following values should not be included in the list: TPR and Parent Agency Change. The Ending Reason list displays all other active values in CODE\_DESC ID\_GRP = 'EPSDPLED'.
  - Birthday Batch is available for selection in the End Reason dropdown. Users are able to change the end reason from or to 'Birthday Batch'.
  - If the end reason is TPR or Parent Agency Change then the Modified End Reason field and the Modified Ending Purpose field are disabled.
  - If the End Reason selected is a Discharge Reason then the Discharge Reason field is enabled, required, and cannot contain a null value. If the End Reason selected is not a Discharge Reason, then the Discharge Reason field is disabled and null.
  - If 'Placement Made in Error' is selected as the end reason, the system sets the end date to be the same as the begin date.

#### **1.2.24.4. Save Processing**

- Upon selecting the Save button, execute the save processing as follows:
  1. If the 'Placement is a Removal from Home' checkbox is selected on the Placement Correction Detail page:
    - Update subsequent placements to the same removal date, until you reach a placement with the removal (FL\_RMV = 'Y'), a placement flagged as a discharge (FL\_PLCM\_DSCH = 'Y'), or a Voluntary Kinship Placement (PLACEMENT\_CORRECTION\_DETAIL.cd\_plcm\_setng = 13).

2. Birthday Batch edit – Validates that the end date is one day prior to the child's birthday. If it is not, then the system displays the following error message when closing the page: 'Invalid End Reason. In order to use the selected End Reason, the child's birthday must be one day prior to the placement End Date.'

**1.2.24.5. CRUD Matrix**

Table Name	CRUD
PLACEMENT_CORRECTION_DETAIL	RU
PROVIDER_ORG	R
SERVICE_TYPE	R
CODE_DESC	R
CASE	R



### 1.2.25. Page – Correction Removal Reasons

Removal from Home Reasons	
Original	Modification
<input type="checkbox"/> Physical Abuse	<input checked="" type="checkbox"/> Physical Abuse
<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Sexual Abuse
<input checked="" type="checkbox"/> Neglect	<input checked="" type="checkbox"/> Neglect
<input type="checkbox"/> Alcohol Abuse (Child)	<input type="checkbox"/> Alcohol Abuse (Child)
<input type="checkbox"/> Drug Abuse (Child)	<input type="checkbox"/> Drug Abuse (Child)
<input type="checkbox"/> Alcohol Abuse (Parent)	<input type="checkbox"/> Alcohol Abuse (Parent)
<input type="checkbox"/> Drug Abuse (Parent)	<input type="checkbox"/> Drug Abuse (Parent)
<input type="checkbox"/> Unknown-AAFC Conversion	<input type="checkbox"/> Unknown-AAFC Conversion
<input type="checkbox"/> Inadequate Housing	<input type="checkbox"/> Inadequate Housing
<input type="checkbox"/> Child's Behavior Problem	<input type="checkbox"/> Child's Behavior Problem
<input type="checkbox"/> Child's Disability	<input type="checkbox"/> Child's Disability
<input type="checkbox"/> Incarceration of Parent(s)	<input type="checkbox"/> Incarceration of Parent(s)
<input type="checkbox"/> Death of Parent(s)	<input type="checkbox"/> Death of Parent(s)
<input type="checkbox"/> Caretaker's Inability to Cope	<input type="checkbox"/> Caretaker's Inability to Cope
<input type="checkbox"/> Abandonment	<input type="checkbox"/> Abandonment
<input type="checkbox"/> Relinquishment	<input type="checkbox"/> Relinquishment

Continue Close

#### 1.2.25.1. Page Overview

The Correction Removal Reasons pop-up page consists of a group box labeled Removal from Home Reasons. The Removal from Home Reasons group box contains two columns of fifteen user-selected checkboxes to document the required AFCARS conditions(s) under which a child is removed from his/her home. The Original column documents the original removal from home reasons and all values are disabled. The Modification Column documents the modified removal from home reasons. The Unknown-AAFC Conversion Original and Modification checkboxes are disabled.

The Correction Removal Reasons pop-up page is used to document the reasons surrounding the removal of a child from his/her home. This page is automatically launched when a worker selects the Removal from Home checkbox on the Placement Correction Detail page. After checking one or more of the conditions explaining why the child was removed from home, the worker selects the Continue button to return to the Placement Correction Detail page.

#### 1.2.25.2. Page Information

Box: *Case Reasons*

Fields:	Original Physical Abuse:	Original specification of whether a removal from home conditions was physical abuse; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl.phys_abuse_old
	Modified Physical Abuse:	Modified specification of whether a removal from home conditions was physical abuse; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl.phys_abuse_new
	Original Sexual Abuse:	Original specification of whether a removal from home condition was sexual abuse; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_sex_abuse_old
	Modified Sexual Abuse:	Modified specification of whether a removal from home condition was sexual abuse; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_sex_abuse_new
	Modified Original Neglect:	Original specification of whether a removal from home condition was neglect; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_neglect_old
	Modified Neglect:	Modified specification of whether a removal from home condition was neglect; user selected check box.; required; defaults to not checked. Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_neglect_new
	Original Alcohol Abuse (child):	Original specification of whether a removal from home condition was alcohol abuse by the child; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_chd_alchl_abuse_old
	Modified Alcohol Abuse (child):	Modified specification of whether a removal from home condition was alcohol abuse by the child; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_chd_alchl_abuse_new

Original Drug Abuse (child):	Original specification of whether a removal from home condition was drug abuse by the child; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_chd_drug_abuse_old
Modified Drug Abuse (child):	Modified specification of whether a removal from home condition was drug abuse by the child; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_chd_drug_abuse_new
Original Alcohol Abuse (parent):	Original specification of whether a removal from home condition was alcohol abuse by a parent; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_pnt_alchl_abuse_old
Modified Alcohol Abuse (parent):	Modified specification of whether a removal from home condition was alcohol abuse by a parent; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_pnt_alchl_abuse_new
Original Drug Abuse (parent):	Original specification of whether a removal from home condition was drug abuse by a parent; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_pnt_drug_abuse_old
Modified Drug Abuse (parent):	Modified specification of whether a removal from home condition was drug abuse by a parent; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_pnt_drug_abuse_new
Original Inadequate Housing:	Original specification of whether a removal from home condition was inadequate housing; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_inadeqte_housing_old

Modified Inadequate Housing:	Modified specification of whether a removal from home condition was inadequate housing; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_fl_inadeqte_housing_new
Original Child's Behavior Problems:	Original specification of whether a removal from home condition was behavior problems by the child; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_chd_behvr_prbm_old
Modified Child's Behavior Problems:	Modified specification of whether a removal from home condition was behavior problems by the child; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_chd_behvr_prbm_new
Original Child's Disability:	Original specification of whether a removal from home condition was child's disability; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_chd_clnc_dgnsd_old
Modified Child's Disability:	Modified specification of whether a removal from home condition was child's disability; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_chd_clnc_dgnsd_new
Original Incarceration of Parent:	Original specification of whether a removal from home condition was the incarceration of a parent; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_pnt_incarceratn_old
Modified Incarceration of Parent:	Modified specification of whether a removal from home condition was the incarceration of a parent; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_pnt_incarceratn_new

Original Death of Parent(s):	Original specification of whether a removal from home condition was the death of a parent or parents; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_death_old
Modified Death of Parent(s):	Modified specification of whether a removal from home condition was the death of a parent or parents; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_death_new
Original Caretaker's Inability to Cope:	Original specification of whether a removal from home condition was a caretaker's inability to cope; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_ctr_inabl_cope_old
Modified Caretaker's Inability to Cope:	Modified specification of whether a removal from home condition was a caretaker's inability to cope; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_ctr_inabl_cope_new
Original Abandonment:	Original specification of whether a removal from home condition was the abandonment of the child; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_abandonment_old
Modified Abandonment:	Modified specification of whether a removal from home condition was the abandonment of the child; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_abandonment_new
Original Relinquishment:	Original specification of whether a removal from home condition was relinquishment; Disabled; System derived from PLACEMENT_CORRECTION_DETAIL_fl_relinquishmnt_old

	Modified Relinquishment:	Modified specification of whether a removal from home condition was relinquishment; Required if the 'Placement is a Removal from Home' checkbox is selected; Enabled; System prefills from PLACEMENT_CORRECTION_DETAIL_fl_relinquishmnt_new
	Original Unknown-AAFC Conversion:	Original - Generic reason used to document a Removal From Home Reason during conversion that can not be directly mapped to the Removal From Home reasons known to eWiSACWIS; system selected check box, selected at time of conversion; required; defaults to not checked.
	Modified Unknown-AAFC Conversion:	Modified - Generic reason used to document a Removal From Home Reason during conversion that can not be directly mapped to the Removal From Home reasons known to eWiSACWIS; system selected check box, selected at time of conversion; required; defaults to not checked.
Buttons:	Continue:	Returns the user to the Out-Of-Home Placement window.
	Close:	Standard close processing.

#### **1.2.25.3. Background Processing**

- In order to document the conditions(s) under which a child is removed from his/her home, the user checks the appropriate checkboxes corresponding to the reason(s) for removal. If the checkbox is selected, update the records in the PLACEMENT\_CORRECTION\_DETAIL table from an 'N' to a 'Y'.
- If the Removal from Home Reason pop-up page is accessed from a new placement record created via the Insert button on the Placement History page, then the Original column will be defaulted to unchecked, disabled and non-modifiable. The fields in the Modification column will be empty and enabled.
- For a Placement Correction Detail record with a Correction Source of 'Existing Placement':
  - When changing the Begin Date or the Placement Status fields, null out the following fields: Ending Purpose, Ending Reason, Is the End of this Child Placement..., Discharge Reason
- For a Placement Correction Detail record with a Correction Source of 'New Placement':
  - When changing the County or Service Category fields, null out the following fields: Service Category (unless changing Service Category field), Service Type, Placement

Status, Placement End Date, Ending Purpose, Ending Reason, Is the End of this Child Placement..., Discharge Reason

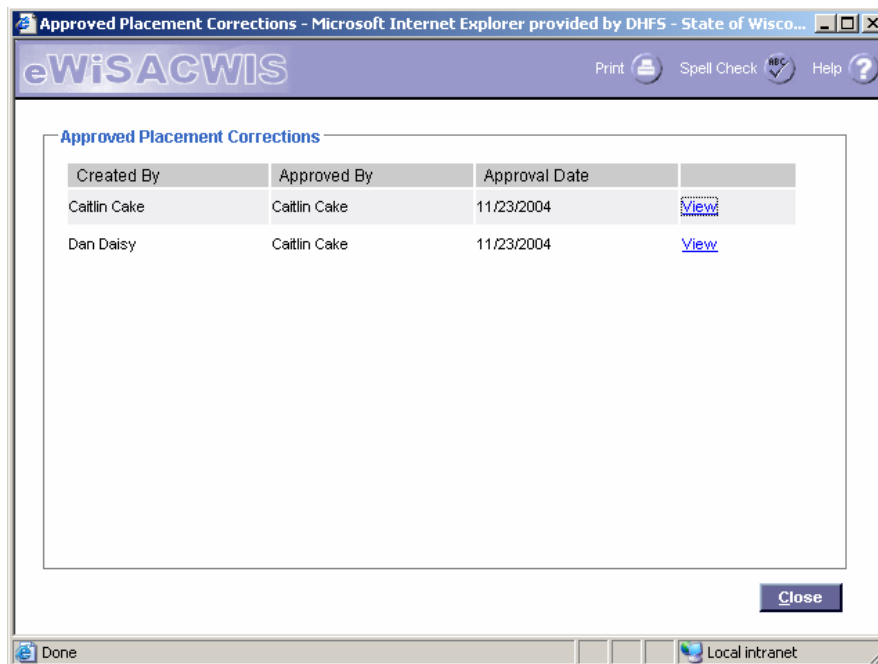
#### 1.2.25.4. Save Processing

- Save processing is initiated by clicking on the Continue button.
- Save processing saves to the PLACEMENT\_CORRECTION\_DETAIL table.

#### 1.2.25.5. CRUD Matrix

Table Name	CRUD
PLACEMENT_CORRECTION_DETAIL	RU

#### 1.2.26. Page – Approved Placement Corrections



##### 1.2.26.1. Page Information

The Approved Placement Correction page is an audit trail for approved changes to a specific placement record. This page displays information such as who created and approved each record and when the record was approved. The page is accessed from the Actions link next to each corrected Out of Home Placement row. The placement rows are displayed under the Case expando and Provider expando accessed through either the Search page or the Desktop. The page contains one group box, the Approved Placement Corrections group box, and displays a list of each approved placement correction detail record created for the specific placement. The Approved Placement Corrections page does not display the correction records that have the status of 'pending' or 'not approved'.

**1.2.26.2. Page Information**

Header	Approved Placement	
Box:	Corrections	
Fields:	Created By	The first and last name of the worker who created the specific correction record. Disabled and system derived. Retrieved from PLACEMENT_CORRECTION_DETAIL.id_cr
	Approved By	The first and last name of the worker who approved the specific correction record. Disabled and system derived. Retrieved from PLACEMENT_CORRECTION_DETAIL.id_up_new
	Approval Date	The date which the specific correction record was approved. Disabled and system derived. Retrieved from PLACEMENT_CORRECTION_DETAIL.ts_up_new
Links:	View	This link launches the Placement Correction Detail page. The View link appears next to each approved placement correction line item.
Buttons:	Close	Standard Close processing.

**1.2.26.3. Background Processing**

- Information is pulled from the PLACEMENT\_CORRECTION\_DETAIL table.
- Approved Placement Correction records sort by the most recent approval date.
- The Approved Placement Corrections page does not display the correction records that have the status of 'pending' or 'not approved'.

**1.2.26.4. Save Processing**

- N/A – No save processing on this page.

**1.2.26.5. CRUD Matrix**

Table Name	CRUD
PLACEMENT_CORRECTION	R

**1.3. Inventories****1.3.1. Table Descriptions**

Table Name	Description
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ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for WiSACWIS processing. Processes of CM01 (Man
AGREE_AMEND	The AGREE_AMEND table contains information about Adoption Assistance Agreement Amendments between DHFS and adoptive parents. Processes of SM10 create and maintain this information.
AGREE_AMEND_DTL	The AGREE_AMEND_DETAIL table contains detailed information for Child Abuse and Neglect/CPS Request letters that are sent to various CPS offices when an amendment to the original Adoption Assistance Agreement is requested. Processes of SM10 create and main
AGREEMENT	The AGREEMENT table contains information about agreements between DHFS or the county agency, and adoptive/foster/birth parents regarding Case Participants' placement. Processes of SM10a create and maintain this information.
BED_RESERVATION	The BED RESERVATION table stores all bed reservations initiated by a placement request for a specific provider organization.
CAN_TEXT_EVENT	This table stores identifying information pertaining to a CASE NOTE including category, type, timestamps, work units associated, and billable designation. This table does contain CASE NOTE text. Processes of CM06 (Notes) build and maintain this informat
CASE_PART	This table maintains information pertaining to the PERSONs involved in a CASE, or a collateral person about whom DHFS or a county agency needs to keep information for assessment or other purposes. A CASE PART may be any person who has a high degree of rel
ELIG_REDET	The ELIG_REDET table maintains information pertaining to a foster child's Title IV-E eligibility re-determinations. Once the re-determination is complete, the child will be assigned an eligibility status. Processes of FM03 (Eligibility) build and maintain

ELIGIBILITY	The ELIGIBILITY table maintains information pertaining to a foster child's initial Title IV-E eligibility determination. Once the determination is complete, the child will be assigned an eligibility status. Processes of FM03 (Eligibility) build and maintain
EPISODE	The EPISODE table maintains information pertaining to the occurrence of the delivery of one or more out-of-home SERVICES involving one PROVIDER and one or more CASE PARTICIPANTS. Placement out of home and removal from home are other types of Episodes stored
LINK_PART	This table houses Participant information for Assessment Participant, Legal Doc Participant and Placement Request Participant.
PAN_TEXT_EVENT	This table stores identifying information pertaining to a PROVIDER NOTE including category, type, timestamps, work units associated, and billable designation. This table does not contain PROVIDER NOTE text. Processes of CM06 (Notes) build and maintain
PERSON	This PERSON table maintains information that identifies an individual known to DHFS or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART or
PLACEMENT_REQUEST	The PLACEMENT REQUEST table maintains information associated with the request for child's out of home placement. Processes of SM10a (Out of Home Placement) build and maintain this information.
PROVIDER_ORG	This table maintains information pertaining to a PROVIDER ORG, facility or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Home/Private
PROVIDER_SERVICE	This table maintains information associated with SERVICES and their association to a PROVIDER ORG, such as a foster home or group home or facility, including cumulative counts of resources such as bed counts by service and provider as

	needed. Information
SERVICE_TYPE	SERVICE TYPE table maintains information associated with any defined category of provider service offered by DHFS or the county organization including training requirements, standard rate (across all provider organizations) and license requirements etc.,
TICKLER	Ticklers are an electronic notification to WiSACWIS workers of tasks to be completed by a certain time. The TICKLER table maintains information about all ticklers and alerts in WiSACWIS. CM04 (Ticklers) creates tickler information.
RATE_SETTING	Stores the answers to the questions that produced the supplemental points and the exceptional amount justification. This helps store information about rates overtime.

### **1.3.2. Reference Data**

#### **1.3.2.1. Drop Downs**

**Field Name:** Disposition  
**Table Name:** CODE\_DESC  
**Group Id:** PLCMDISP

**Field Name:** Acceptance  
**Table Name:** CODE\_DESC\_STATIC  
**Group Id:** BEDSTAT

**Field Name:** Service Category  
**Table:** CODE\_DESC  
**Group Id:** SRVCCTGRY

**Field Name:** Service Type  
**Table:** SERVICE\_TYPE

**Field Name:** Placement Status  
**Table Name:** CODE\_DESC  
**Group Id:** PLCMSTNG

**Field Name:** Manner  
**Table Name:** CODE\_DESC

**Group Id:** EPSDRMVM

**Field Name:** Caretaker Structure

**Table Name:** CODE\_DESC

**Group Id:** FAMSTRUC

**Field Name:** Physical

**Table Name:** CODE\_DESC

**Group Id:** SUPPONTS

**Field Name:** Emotional

**Table Name:** CODE\_DESC

**Group Id:** SUPPONTS

**Field Name:** Behavioral

**Table Name:** CODE\_DESC

**Group Id:** SUPPONTS

**Field Name:** Primary Caretaker

**Table Name:** CASE\_PART

**Values:** (list of case participants)

**Field Name:** Secondary Caretaker

**Table Name:** CASE\_PART

**Values:** (list of case participants)

**Field Name:** Relationship of Child to Kinship Provider

**Table Name:** CODE\_DESC

**Group Id:** EPSDRLTN

**Field Name:** Service End Reason

**Table Name:** CODE\_DESC

**Group Id:** EPSDPLED

**Field Name:** Discharge Reason

**Table Name:** CODE\_DESC

**Group Id:** EPSDPLDS

**Field Name:** Document

**Table Name:** CODE\_DESC\_LRG

**Group Id:** LEGLACTN

**Field Name:** Recipient Name

**Table Name:** CASE\_PART

**Values:** (list of case participants)

**Field Name:** Service Category  
**Table:** CODE\_DESC  
**Group Id:** SRVCTGRY

**Field Name:** Service Type  
**Table:** SERVICE\_TYPE

**Field Name:** Placement Status  
**Table Name:** CODE\_DESC  
**Group Id:** PLCMSTNG

**Field Name:** Service Type (Agreements and Notices page)  
**Table Name:** SERVICE\_TYPE

**Field Name:** Adoption Subsidy Type  
**Table Name:** CODE\_DESC  
**Group Id:** ADPTSUBT

**Field Name:** Parent 1 (Agreements and Notices page)  
**Table Name:** CASE\_PART  
**Values:** (list of case participants)

**Field Name:** Parent 2 (Agreements and Notices page)  
**Table Name:** CASE\_PART  
**Values:** (list of case participants)

**Field Name:** Physical (Agreements and Notices page)  
**Table Name:** CODE\_DESC  
**Group Id:** SUPPLPNT

**Field Name:** Emotional (Agreements and Notices page)  
**Table Name:** CODE\_DESC  
**Group Id:** SUPPLPNT

**Field Name:** Behavioral (Agreements and Notices page)  
**Table Name:** CODE\_DESC  
**Group Id:** SUPPLPNT

**Field Name:** Req. Emotional Lvl  
**Table Name:** CODE\_DESC  
**Group Id:** AMNDRQ

**Field Name:** Req. Behavior Lvl  
**Table Name:** CODE\_DESC

**Group Id:** AMNDRQ

**Field Name:** Req. Phys/PC Lvl

**Table Name:** CODE\_DESC

**Group Id:** AMNDRQ

**Field Name:** Emotional Req. Desc.

**Table Name:** CODE\_DESC

**Group Id:** AMNDES

**Field Name:** Behavior Req. Desc.

**Table Name:** CODE\_DESC

**Group Id:** AMNDES

**Field Name:** Phys/PC Req. Desc.

**Table Name:** CODE\_DESC

**Group Id:** AMNDES

**Field Name:** Recipient

**Table Name:** CODE\_DESC

**Group Id:** AMDRGN

**Field Name:** Reason for Denial/Approval

**Table Name:** CODE\_DESC

**Group Id:** AMNDRSN

**Field Name:** Rate Setting Type

**Table Name:** CODE\_DESC

**Group Id:** RTESETYP

### **1.3.3. Automated Messages**

#### **1.3.3.1. Change in Foster Care or Adoptive Placement**

**To:** All workers with a current assignment to this case

**CC:** None

**Subject:** Change in Foster Care or Adoptive Placement

**Intent:** The intent of this automated message is to notify the assigned placement worker whenever a foster care or adoptive placement is ended via the Service Ending pop-up page. This message is sent to all assigned workers.

**Creation:** The message is created when a placement with a service type equal to any type of foster care or adoption placement and the value in the Service End Reason field in

the Service Ending pop-up page is any reason except Birthday Batch, TPR, Failure to Comply with Program Requirements, or Suspended

**Message:** “A placement for + [child’s\_name] with the + [provider\_name] + placement was ended on + [Placement\_End\_Date] + with Reason: [Service\_End\_Reason].”

#### **1.3.3.2. New Placement**

**To:** The primary worker assigned to the case of a child currently placed in a provider's home when a new child is placed in that home.

**CC:** None

**Subject:** New Placement

**Intent:** The intent of this automated message is to notify a primary worker assigned to a case with a child placed at a Foster Home or Treatment Foster Home provider whenever a new child is placed with that same Provider. This message asks the worker to reevaluate the safety situation if appropriate.

**Creation:** The message is created when a placement is made at foster home or treatment foster home with current open placements. The message is used by all counties.

**Message:** "A new placement for + <child's\_name on new placement> + has been created with provider + <provider\_name> ( +<provider ID> + ) with a begin date of + <Placement\_Begin\_Date>+ . If appropriate, please re-evaluate safety for + <name of child on existing placement> + in case ( +<case\_id>+ ), who is currently placed with the same provider."

#### **1.3.4. Checklists**

None

#### **1.3.5. Ticklers**

All Ticklers will perform the following processing to determine the County Specific Due Date:

Upon creation of the tickler, a check for a County specific tickler is made. If a unique record exists for a specified County, and that County has decided to utilize this tickler, then a tickler is created with due dates, reminder dates, and escalation dates denoted in the CATEGORY\_TYPE table. See CATEGORY\_TYPE for County-specific tickler values.

If a unique record exists for a specified County, and that County has decided to not use this tickler, then no tickler is created for the County. See CATEGORY\_TYPE table for County-specific information.

If a unique record does not exist for a specified County, then the base values for Voluntary Placement Agreement – Foster Home Tickler are utilized. The due dates, reminder dates, and escalation dates are then based on the values described below.

#### **1.3.5.1. Request for Additional Info Not Received**

- This tickler will serve as a reminder that the additional requested information has not been received from the adoptive family.

**Category:** Adoption Assistance Agreement Amendment

**Type:** First Request for Additional Information Not Received

**Description:** This tickler reminds the worker that the additional information previously requested from the adoptive family has not yet been received.

**Creation:** This tickler will be created when the worker enters a date in the “1st Ltr. Req. Support” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page. It will have a due date of 90 days after the date in the “1st Ltr. Req. Support” field.

**Deletion:** The tickler is deleted when a date is entered in the “Add. Info Rec’d” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked

**Reminder Date:** The worker should receive the tickler 60 days after the date in the “1st Ltr. Req. Support” field, or 30 days prior to the tickler due date.

**First Escalation Date:** The first escalation will occur on the due date.

**Second Escalation Date:** The second escalation will occur on the due date.

#### **1.3.5.2. Second Request for Additional Info Not Received**

- This tickler will serve as a reminder that the second request for additional information has not been received from the adoptive family.



<b>Category:</b>	Adoption Assistance Agreement Amendment
<b>Type:</b>	Second Request for Additional Information Not Received
<b>Description:</b>	This tickler reminds the worker that, after a second request, the requested information from the adoptive family has not yet been received.
<b>Creation:</b>	This tickler will be created when the worker enters a date in the “2nd Ltr. Req. Support” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page. It will have a due date of 30 days after the date in the “2nd Ltr. Req. Support” field.
<b>Deletion:</b>	The tickler is deleted when a date is entered in the “Add. Info Rec’d” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked
<b>Reminder Date:</b>	The worker should receive the tickler 23 days after the date in the “2nd Ltr. Req. Support ” field, or 7 days prior to the tickler due date.
<b>First Escalation Date:</b>	The first escalation will occur on the due date.
<b>Second Escalation Date:</b>	The second escalation will occur on the due date.

#### **1.3.5.3. CPS Info Not Received**

- This tickler will serve as a reminder that the requested information has not been received from the county Child Protective Service office.

<b>Category:</b>	Adoption Assistance Agreement Amendment
<b>Type:</b>	CPS Information Not Received

**Description:** This tickler reminds the worker that the requested information from the Child Protective Service Office has not yet been received.

**Creation:** This tickler will be created when the worker enters a date in the “Request Date” field on the CPS Request Letter group box of the Adoption Agreement Amendments page. It will have a due date of 45 days after the date in the “Request Date” field.

**Deletion:** The tickler is deleted when a date is entered in the “Received” field on the CPS Request Letter group box of the Adoption Agreement Amendments page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked

**Reminder Date:** The worker should receive the tickler 35 days after the date in the “Request Date” field, or 10 days prior to the tickler due date.

**First Escalation Date:** The first escalation will occur on the due date.

**Second Escalation Date:** The second escalation will occur on the due date.

#### **1.3.5.4. Amended Agreement Not Returned From Family**

- This tickler will serve as a reminder that the Amended Agreement that was sent to the family for signatures has not been returned.

**Category:** Adoption Assistance Agreement Amendment

**Type:** Amended Agreement Not Returned From Family

**Description:** This tickler reminds the worker that the Amended Agreement that was sent to family for signatures has not been returned.

**Creation:** This tickler will be created when the worker enters a date in the “New Agreement Letter to Family” field on the New Agreement Amendment group box of the Adoption Agreement Amendments page. It will have a due date of 30 days after the date in the “New Agreement Letter to Family” field.

**Deletion:** The tickler is deleted when a date is entered in the "Family Returned Agreement Amendment" field on the New Agreement Amendment group box of the Adoption Agreement Amendments page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked

**Reminder Date:** The worker should receive the tickler 23 days after the date in the "New Agreement Letter to Family" field, or 7 days prior to the tickler due date.

**First Escalation Date:** The first escalation will occur on the due date.

**Second Escalation Date:** The second escalation will occur on the due date.

#### **1.3.5.5. Expiration Reminder to Family**

- This tickler will serve as a reminder that the Adoption Assistance Amendment is approaching its expiration.

**Category:** Adoption Assistance Agreement Amendment

**Type:** Amended Agreement Not Returned From Family

**Description:** This tickler reminds the worker that the Adoption Assistance Amendment is approaching its expiration. The worker should send a reminder to the adoptive family.

**Creation:** This tickler will be created when the worker enters a date in the "DHFS Authorization Date" field on the New Agreement Amendment group box of the Adoption Agreement Amendments page. It will have a due date of 365 days after the first day of the month contained in the "DHFS Authorization Date" field.

**Deletion:** The tickler is deleted when the worker checks the "Expiration Reminder Sent to Family" checkbox on the New Agreement Amendment group box of the Adoption Agreement Amendments

page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked

**Reminder Date:** The worker should receive the tickler 120 days prior to the amendment expiration date, which is calculated as 365 days after the first day of the month contained in the “DHFS Authorization Date” field.

**First Escalation Date:** The first escalation should occur at 30 days prior to the amendment expiration date, which is calculated as 365 days after the first day of the month contained in the “DHFS Authorization Date” field.

**Second Escalation Date:** The second escalation will occur on the due date.

#### **1.3.5.6. Voluntary Placement Agreement – Group Home**

- This tickler will serve as a reminder that the Voluntary Placement Agreement- Group Home is about to expire.

**Category:** Agreements and Notices

**Type:** Voluntary Placement Agreement-Group Home

**Description:** This tickler reminds the worker that the VPA –Group Home is about to expire and the child needs to be placed in an alternate placement.

**Creation:** This tickler will be created when the worker creates a VPA- Group Home using the Agreements and Notices page. The tickler will have a due date of 15 days after the date entered in the “Date of Agreement” field on the Agreements and Notices page.

**Deletion:** The tickler is deleted when the worker checks the Agreement Concluded checkbox and enters an end date in the “Agreement End Date” field on the Agreements and Notices page.

**Reminder Date:** The worker should receive the tickler 10 days after the date in the Date of Agreement field on the Agreements and Notices page or 5 days prior to the due date.

**First Escalation Date:** The first escalation should occur at 2 days prior to due date.

**Second Escalation Date:** The second escalation should occur on the due date.

**1.3.5.7. Voluntary Placement Agreement – Foster Home**

- This tickler will serve as a reminder that the Voluntary Placement Agreement- Foster Home is about to expire.

**Category:** Agreements and Notices

**Type:** Voluntary Placement Agreement-Foster Home

**Description:** This tickler reminds the worker that the VPA –Group Home is about to expire and the child needs to be placed in an alternate placement.

**Creation:** This tickler will be created when the worker creates a VPA- Foster Home using the Agreements and Notices page. The tickler will have a due date of 180 days after the date entered in the “Date of Agreement” field on the Agreements and Notices page.

**Deletion:** The tickler is deleted when the worker checks the Agreement Concluded checkbox and enters an end date in the “Agreement End Date” field on the Agreements and Notices page.

**Reminder Date:** The worker should receive the tickler 150 days after the date in the Date of Agreement field on the Agreements and Notices page or 30 days prior to the due date.

**First Escalation Date:** The first escalation should occur at 5 days prior to due date.

**Second Escalation Date:** The second escalation should occur on the due date.

#### **1.3.5.8. 30-Day Rate Setting**

- This tickler will serve as a reminder that the Child's initial Rate Setting review needs to be completed.

<b>Created:</b>	Tickler is created for a child when a new Foster Home, or Treatment Foster Home out of home placement is approved.
<b>Deleted:</b>	Tickler will be deleted when a Foster Care Rate Setting for the child is approved. The tickler will also be deleted when the child's OHP is ended with a Discharge from All Placements or ended for reason of "Placement Made in Error." Additionally, the tickler will be deleted if the child is placed with a new provider.
<b>Date Due:</b>	The due date will be 30 days from Placement Begin Date field on the Out of Home Placement page.
<b>Reminder Date:</b>	The worker will receive the tickler 30 days prior to the due date
<b>First Escalation:</b>	The first escalation will occur 7 days prior to the due date.
<b>Second Escalation:</b>	The second escalation will occur 2 days prior to the due date.

#### **1.3.5.9. 6-Month Rate Setting**

- This tickler will serve as a reminder that all subsequent Rate Setting reviews for the child need to be completed.

<b>Created:</b>	Tickler is created for a child when a Foster Care Rate Setting for the child is approved.
<b>Deleted:</b>	Tickler will be deleted when a Foster Care Rate Setting for the child is approved. The tickler will also be deleted when the child's OHP is ended with a Discharge from All Placements or ended for reason of "Placement Made in Error." Additionally, the tickler will be deleted if the child is placed with a new provider.
<b>Date Due:</b>	The due date will be 180 days from approval date for the Foster Care Rate Setting page.
<b>Reminder Date:</b>	The worker will receive the tickler 30 days prior to the due date
<b>First Escalation:</b>	The first escalation will occur 14 days prior to the due date.
<b>Second Escalation:</b>	The second escalation will occur 7 days prior to the due date.

### **1.3.6. Notifications**

#### **1.3.6.1. Confirmation of Need Form**

### **1.3.7. Text Templates**

- 1.3.7.1. Adoption Assistance Agreement Amendment**
- 1.3.7.2. Adoptive Family Placement Agreement**
- 1.3.7.3. Amendment Increase – Fiscal Letter**
- 1.3.7.4. Long Term Kinship Care Agreement**
- 1.3.7.5. Voluntary Placement Agreement - Foster Home**
- 1.3.7.6. Voluntary Placement Agreement - Group Home**
- 1.3.7.7. 30 Day Notification Letter to Foster Parents**
- 1.3.7.8. Objection Notice - CFS-2129T**
- 1.3.7.9. Notice of Change of Placement – CFS-2079T**

**1.3.7.10. Notification of Child's Removal From Foster Home Child in Home for Less Than Six Months – CFS-2324**

**1.3.7.11. Notification of Child's Removal From Foster Home Child in Home Six Months or More – CFS-2325**

**1.3.7.12. Denial of Kinship Care Payments and Appeals Notice**

**1.3.7.13. ICWA Notification Letter**

**1.3.7.14. Information for Foster Parent**

**1.3.7.15. Kinship Child Support Notice**

**1.3.7.16. Notification of a Child Leaving a Licensed Placement**

**1.3.7.17. Placement Difficulties and Disruption**

**1.3.7.18. Referral For Independent Living Skills Program**

**1.3.7.19. Referral to Out-of-Home Care Child Characteristics/Needs**

**1.3.7.20. Information for Foster Parents - A**

**1.3.7.21. Information for Foster Parents - B**

**1.3.7.22. Foster Care Rate Setting**

**1.3.7.23. Rate Setting Results**

**1.3.7.24. Rate Setting Reevaluation Results**

**1.3.8. Reports**

**1.3.8.1. sm10a01 - Child in Kinship Care Data Display Report**

**1.3.8.2. sm10a02 - Intake Report**

**1.3.8.3. sm10a03 - Administrative: Annual Report to Secretary**

**1.3.8.4. sm10a05 - Children in Substitute Care by Race, Age, and Placement Type**

**1.3.8.5. sm10a06 - Children in Substitute Care by Service Code**

**1.3.8.6. sm10a07 - Sibling Groups in Substitute Care**

**1.3.8.7. sm10a08 - Adoptions Placements**

**1.3.8.8. sm10a09 - Adoptions Disrupted Placements**

**1.3.8.9. sm10a10 - Adoption Assistance Case Cancellations**

**1.3.8.10. sm10a10 - Time to Adoption**

**1.3.8.11. sm10a11 - Adoption Assistance Case Additions**



- 1.3.8.12. sm10a12 - Additional Information Due From Family**
- 1.3.8.13. sm10a13 - Second Reminder Information Due From Family**
- 1.3.8.14. sm10a14 - CAN Information Due Dates**
- 1.3.8.15. sm10a15 - Signed Amendment Due from Family**
- 1.3.8.16. sm10a16 - Adoption Agreement Expiration Dates**
- 1.3.8.17. sm10a17 - Adoption Agreement Amendment Expirations**
- 1.3.8.18. sm10a18 - Adoption Assistance Amendments to Date**
- 1.3.8.19. sm10a19 - Adoption Assistance Amendments Summary For Period**
- 1.3.8.20. sm10a21 - Median Length of Stay**
- 1.3.8.21. sm10a22 - Time to Reunification**
- 1.3.8.22. sm10a23 - Maltreatment in OHC**
- 1.3.8.23. sm10a24 - Re-entry to Out of Home Care**
- 1.3.8.24. sm10a25 - Placement Stability**
- 1.3.8.25. sm10a27 - Adoption and Safe Families Act (ASFA) Documentation**
- 1.3.8.26. sm10a28 - Indian Child Welfare Act (ICWA) Notification**
- 1.3.8.27. sm10a29 - Independent Living**
- 1.3.8.28. sm10a30 - Siblings in Out of Home Care**

### **1.3.9. Triggers**

#### **1.3.9.1. Online Trigger Code cd\_txn = 7000**

Description: Final approval of initial out of home placement. Created on completion and final approval of an out of home that creates an eligibility record. The effective date is date from EPISODE.dt\_rmv1. The effective date is stored in TS\_EFFECT\_FRM. The id\_elig of the newly created eligibility is stored in ID\_TRIGGER1.

Description: Final approval of an out of home placement or an adoption in-home service (EPISODE.cd\_epsd\_type = 2 and SERVICE\_TYPE.cd\_srvc\_ctgry = 503). The effective date of the trigger is EPISODE.dt\_begin and stored in TS\_EFFECT\_FRM. The ID\_TRIGGER1 will store the latest non-voided eligibility id for the person and case.

Description: Final approval of a placement end with end reason of 'Placement Made in Error'. Created when an out of home placement or an adoption in home service has a fully-approved

ending, and the end reason is Placement Made in Error. The placement that is ended is not an initial out of home placement. The effective date is EPISODE.dt\_begin and stored in TS\_EFFECT\_FRM. The ID\_TRIGGER1 stores the latest non-voided eligibility id for the person and case.

Description: Final approval of an out of home placement end with end reason of 'Placement Made in Error' and the placement is an initial out of home placement. This will void the eligibility created upon the approval of the placement. The effective date is EPISODE.dt\_rmvl and the ID\_TRIGGER1 stores the latest non-voided eligibility id for the person and case.

Description: Final approval of an out of home placement end reason or an adoption in-home service with an end reason apart from 'Placement Made in Error'. The effective date on the is EPISODE.dt\_end and ID\_TRIGGER1 stores the latest non-voided eligibility id for the person and case.

Description: End reason for an out of home placement is changed to 'Placement Made in Error' after the placement ending is fully approved. The user uses the Override checkbox to change the placement ending to 'Placement Made in Error' on the out of home placement. This action changes the date end on the record to the begin date of the placement. The effective date is EPISODE.dt\_begin and ID\_TRIGGER1 stores the latest non-voided eligibility id for the person and case.

Description: An In-Home Service moved from the Pre-Adoptive Home case to the Adoptive Home case. Created when an adoption in-home service is closed in the Pre-Adoptive case and is re-opened in the adoptive home case by the Adoption Copy batch. The effective date is the EPISODE.dt\_begin and the ID\_TRIGGER1 stores the latest non-voided eligibility id for the person and case.

### **1.3.10. Batch Programs**

None

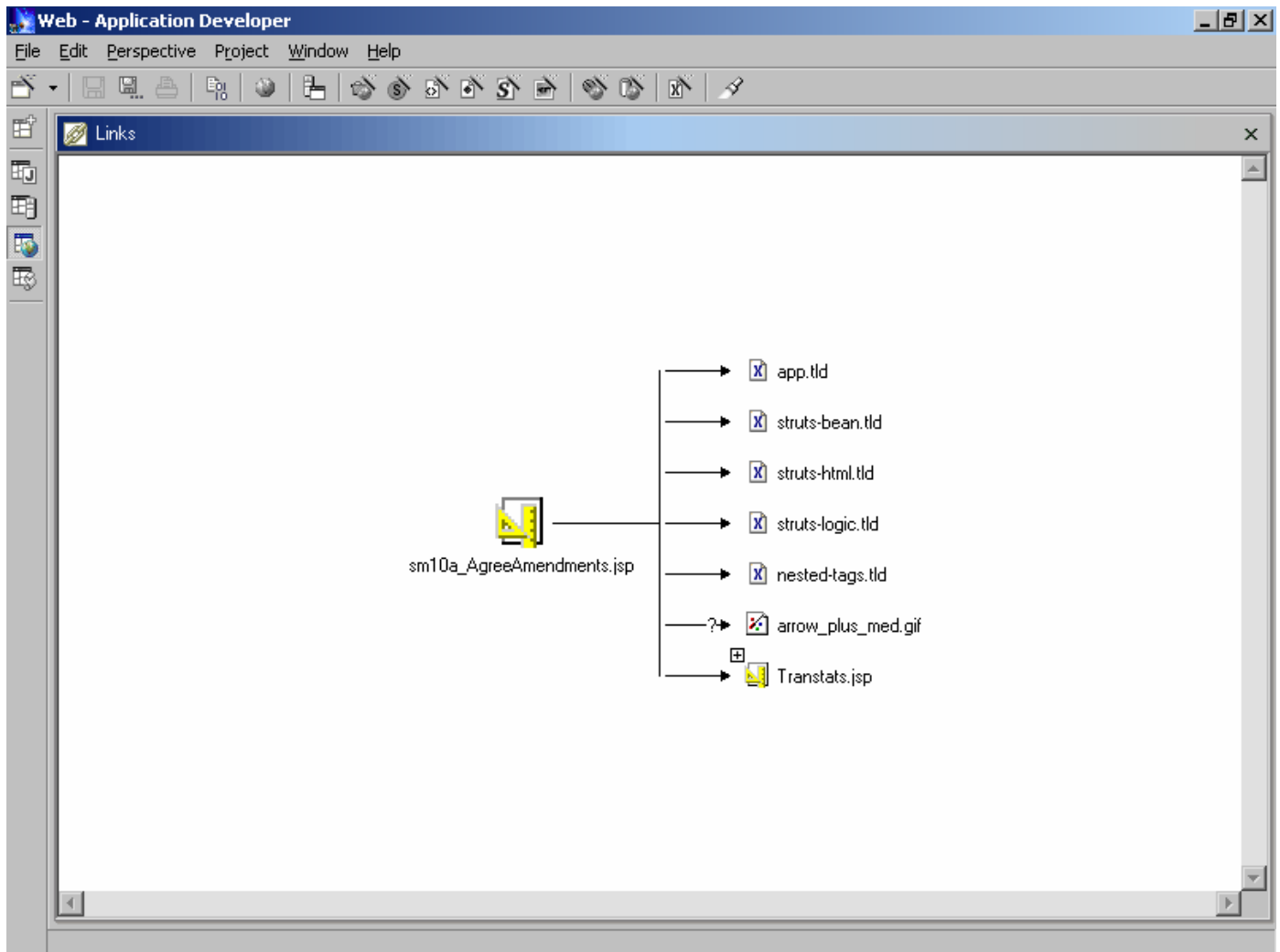
## 1.4. Online Components

### 1.4.1. User Interface Components

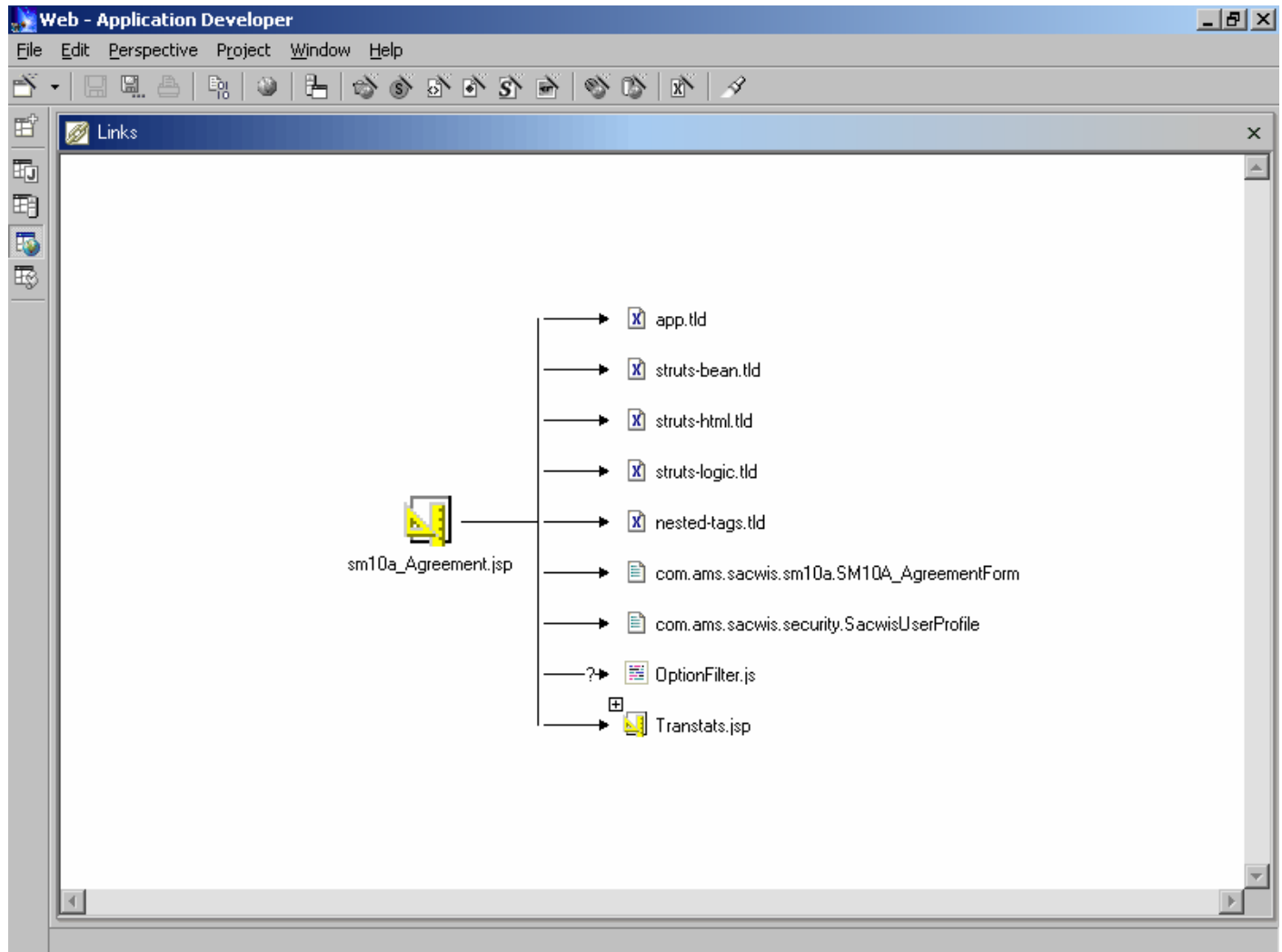
There are eight primary JSPs for the SM10a (Out of Home) topic. All of them are listed with their corresponding link diagrams. Each has a corresponding JavaScript file. It should be noted that “includes” have been created for each tab. This was done because of the size of the page, including the “Branch Too Large” error (64K size limit).

Below are the link diagrams of the primary JSPs for this topic.

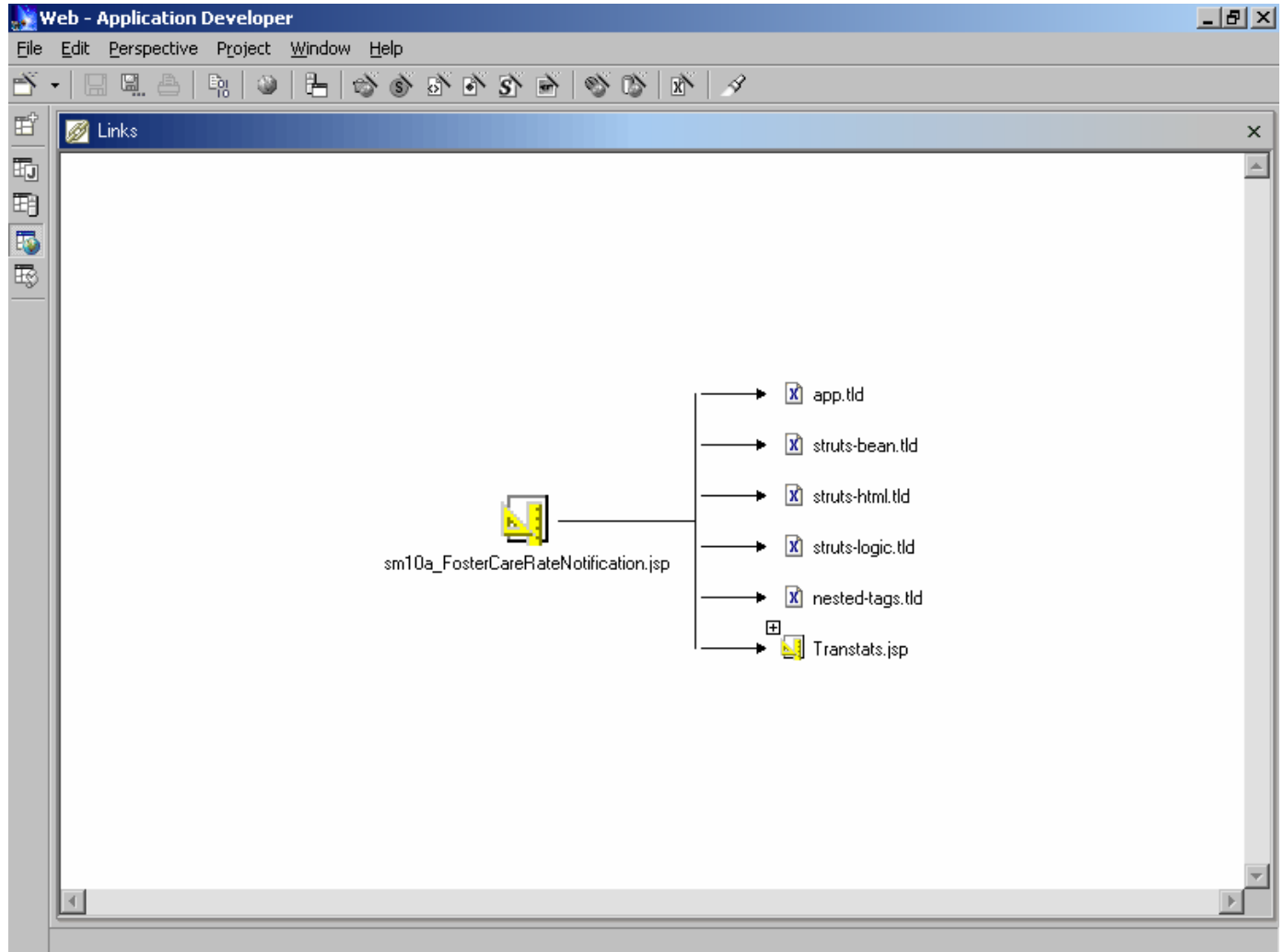
#### sm10a\_AgreeAmendments.jsp



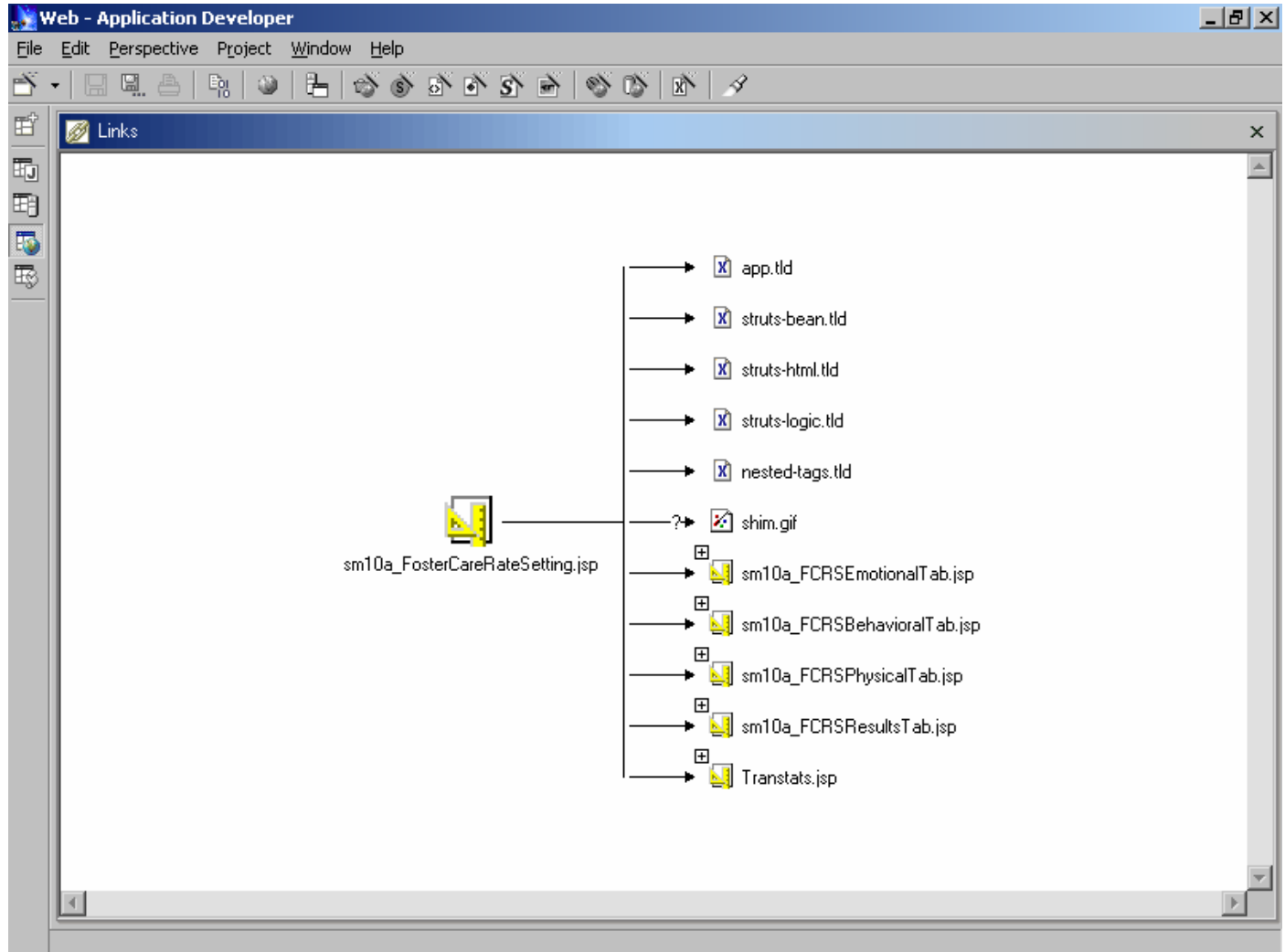
## sm10a\_Agreement.jsp



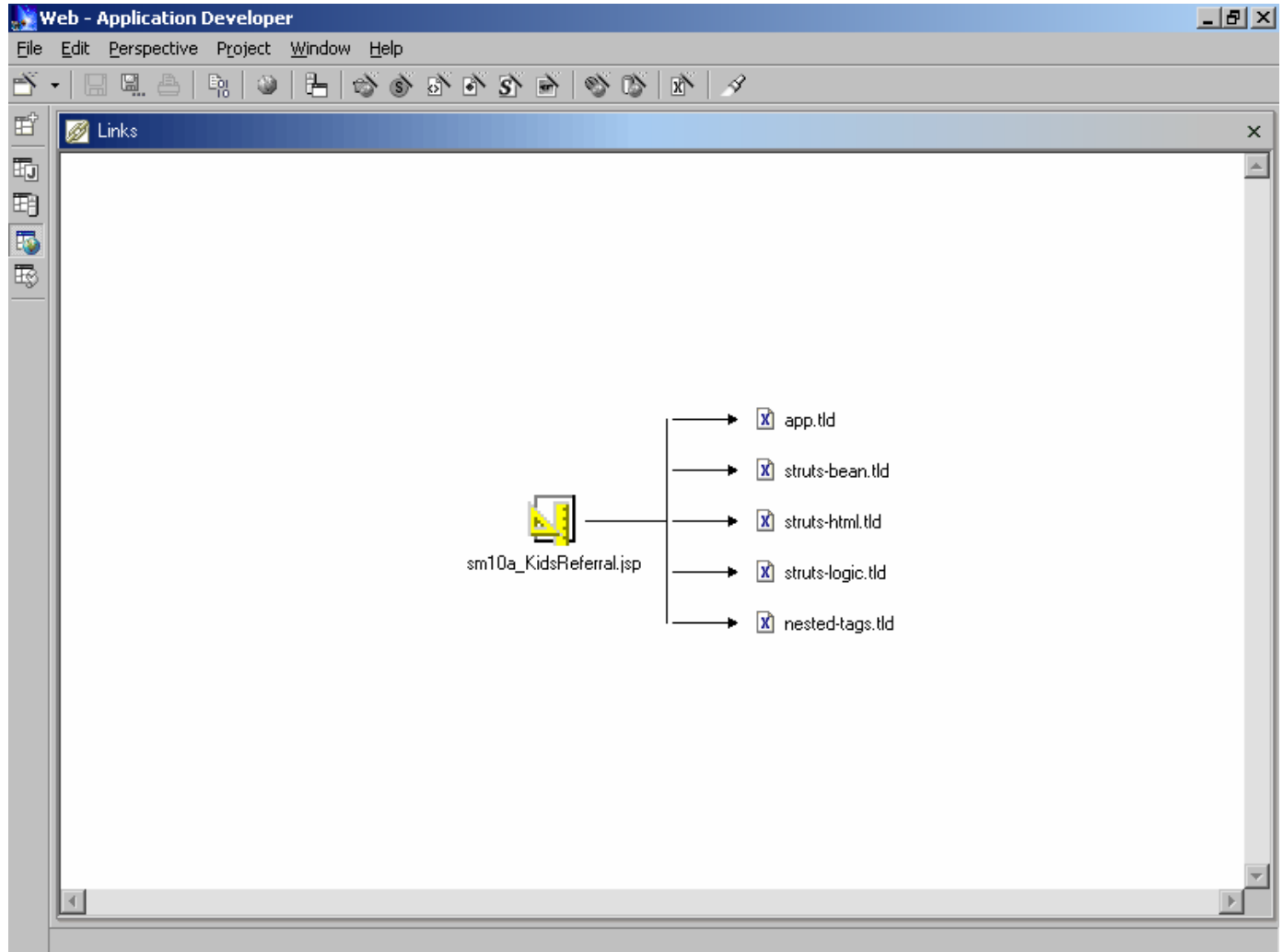
## sm10a\_FosterCareRateNotification.jsp



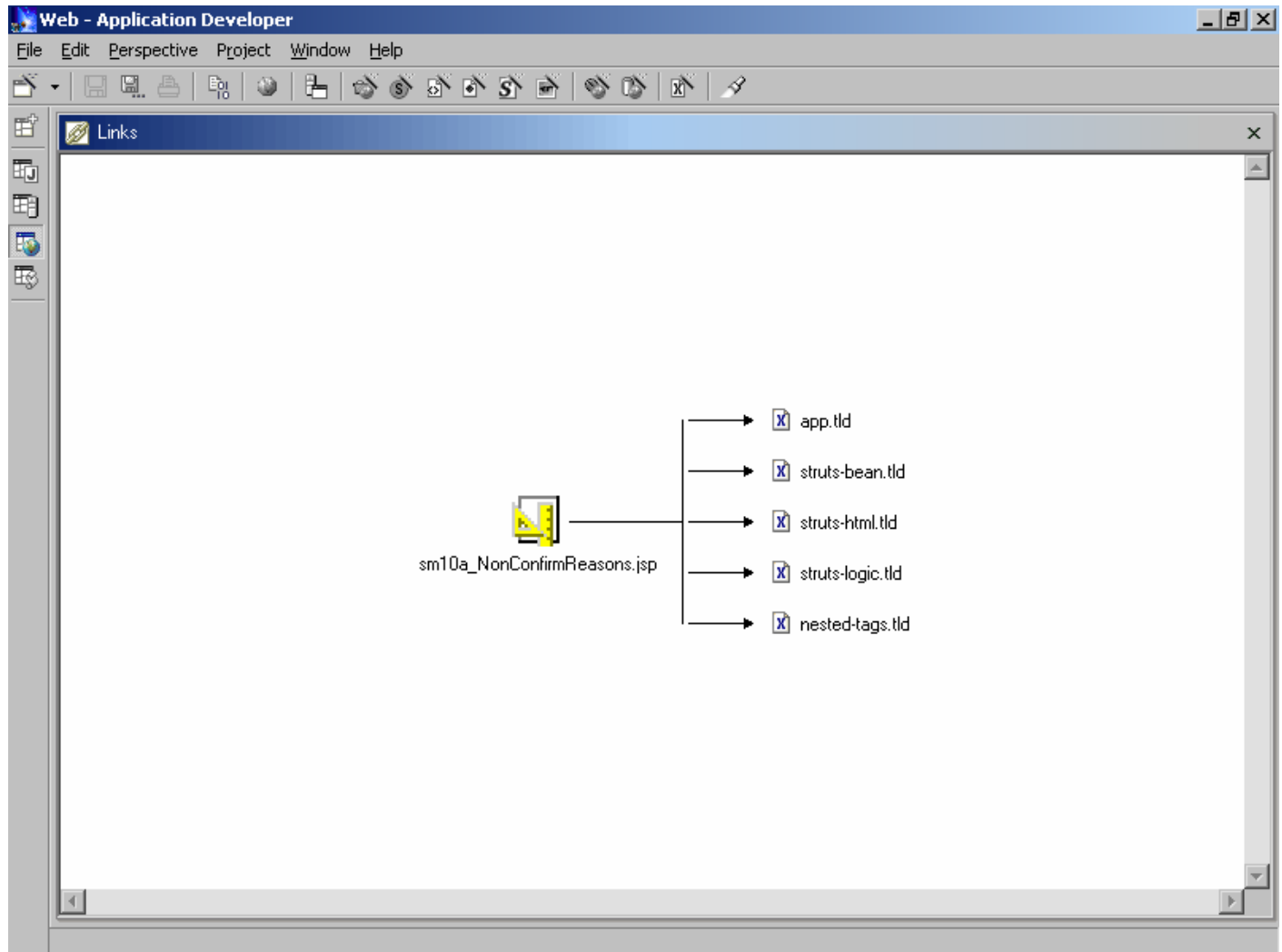
## sm10a\_FosterCareRateSetting.jsp



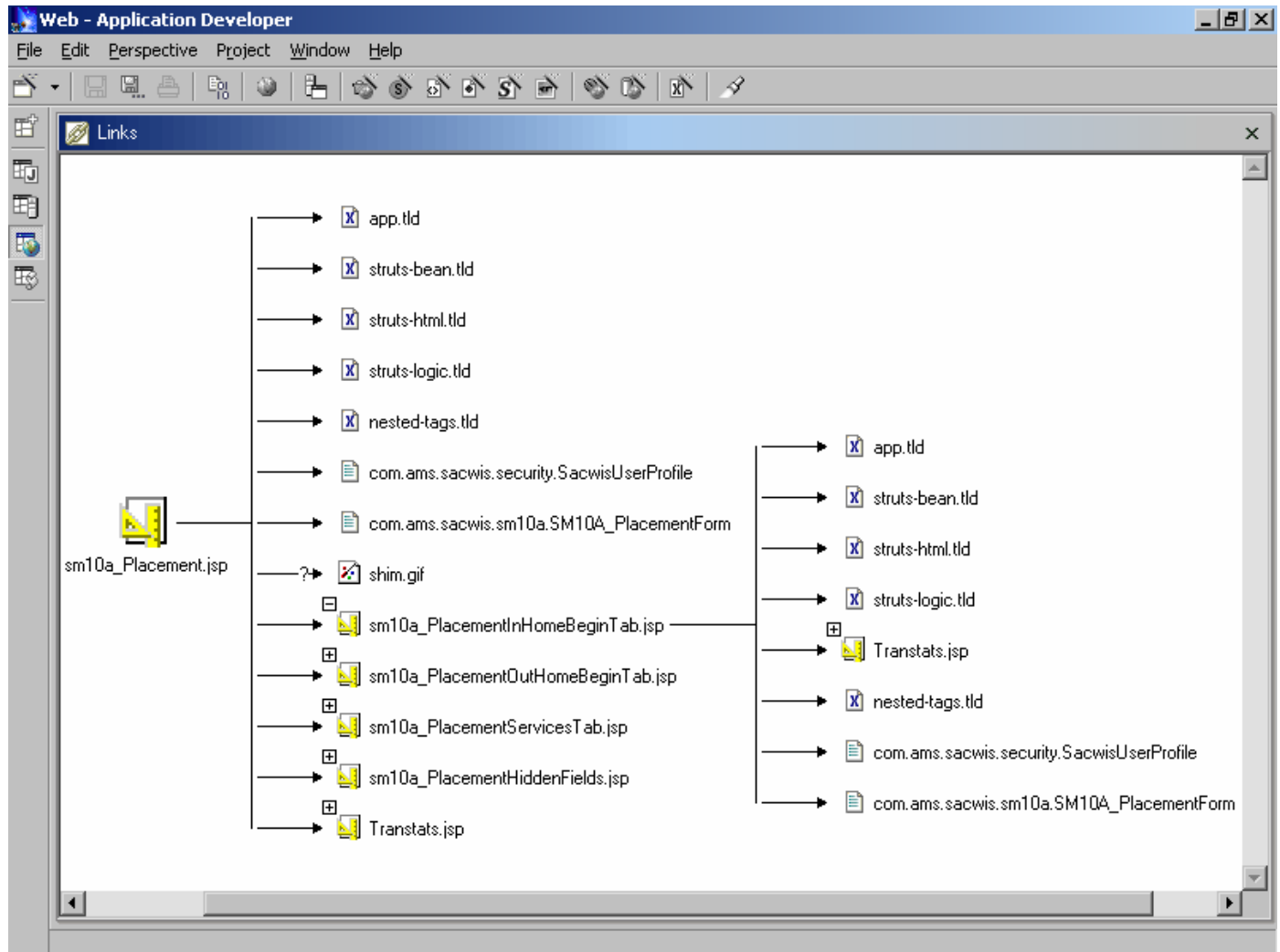
## sm10a\_KidsReferral.jsp



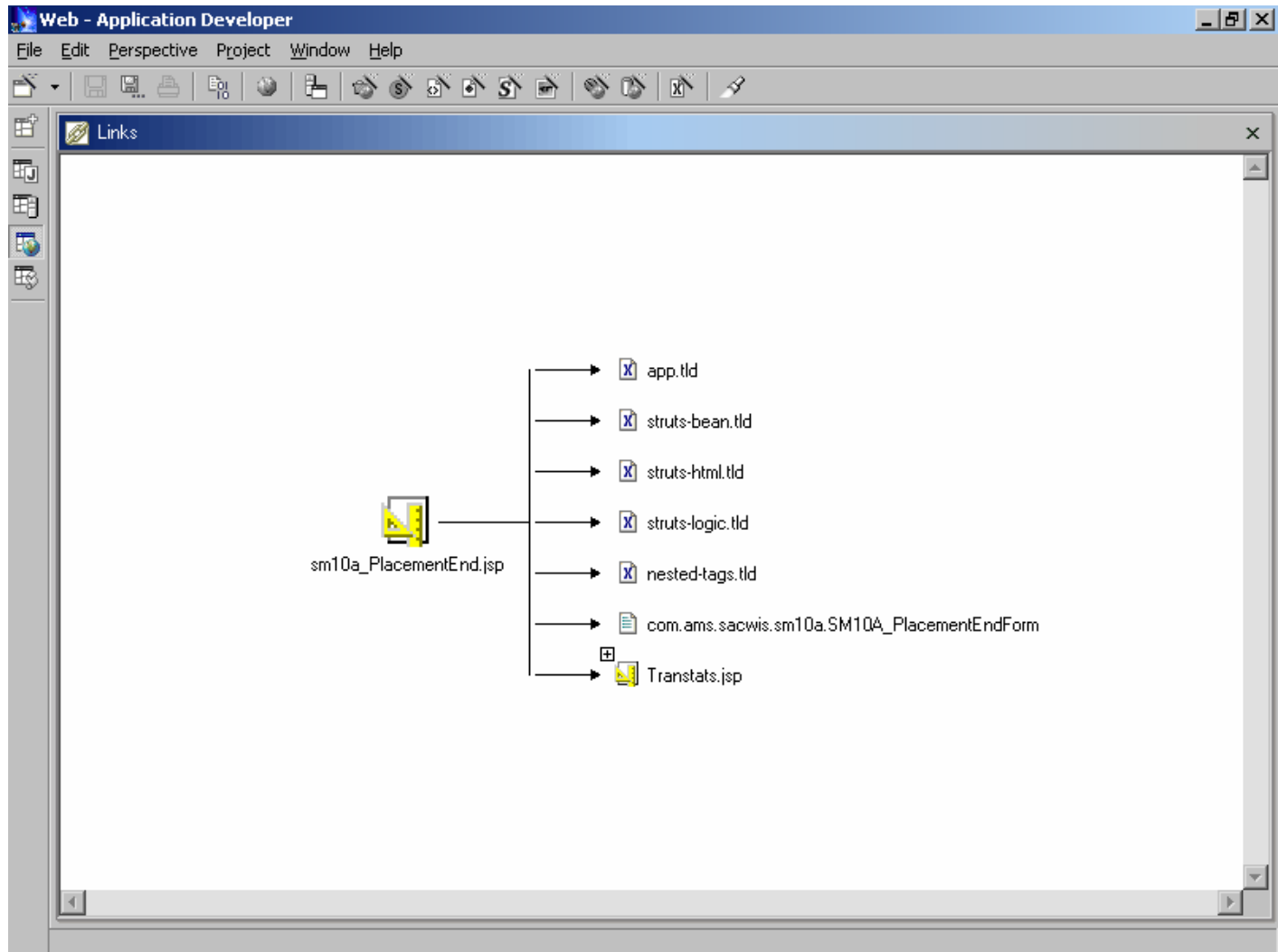
## **sm10a\_NonConfirmReasons.jsp**



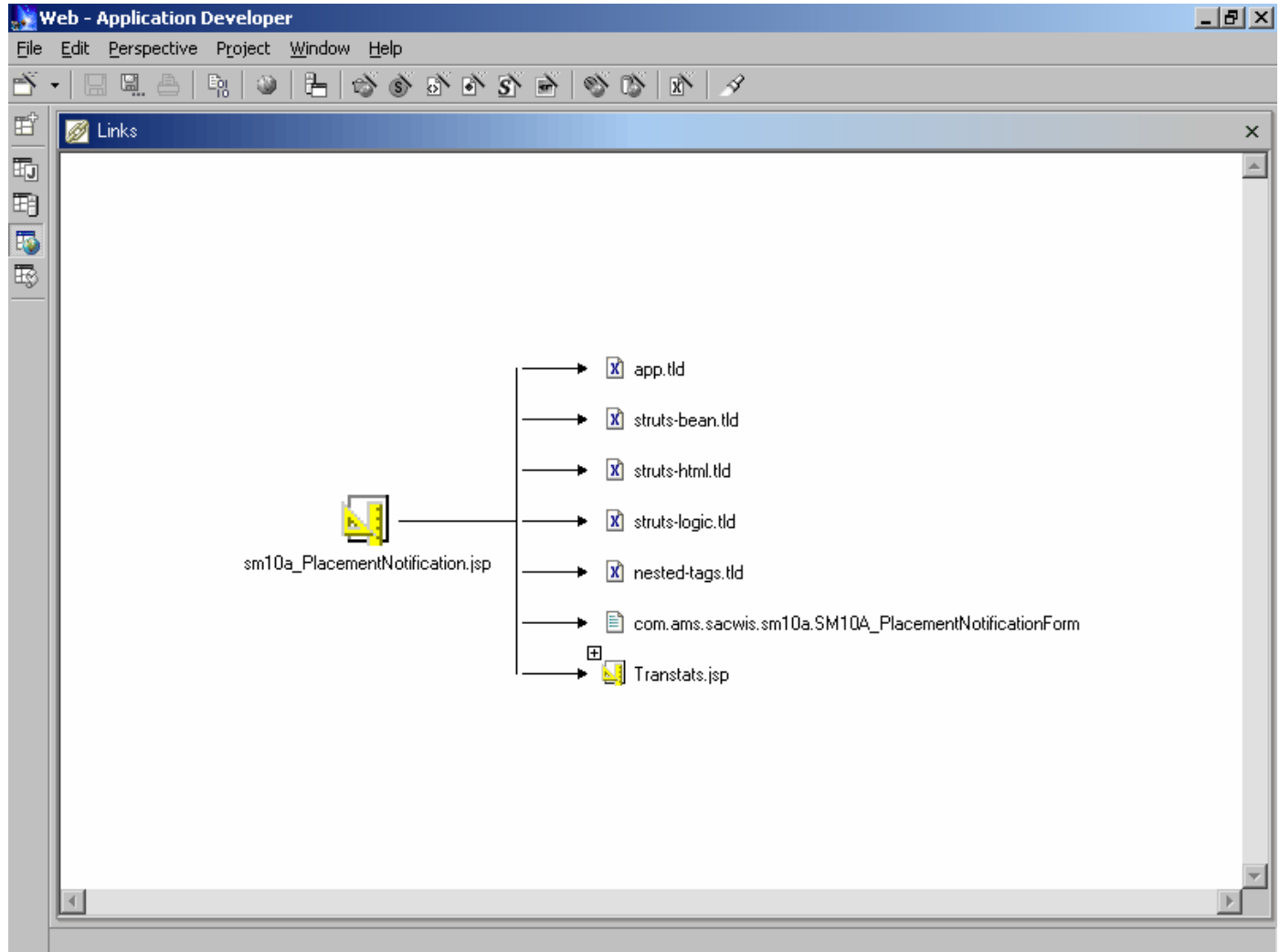


**sm10a\_Placement.jsp**

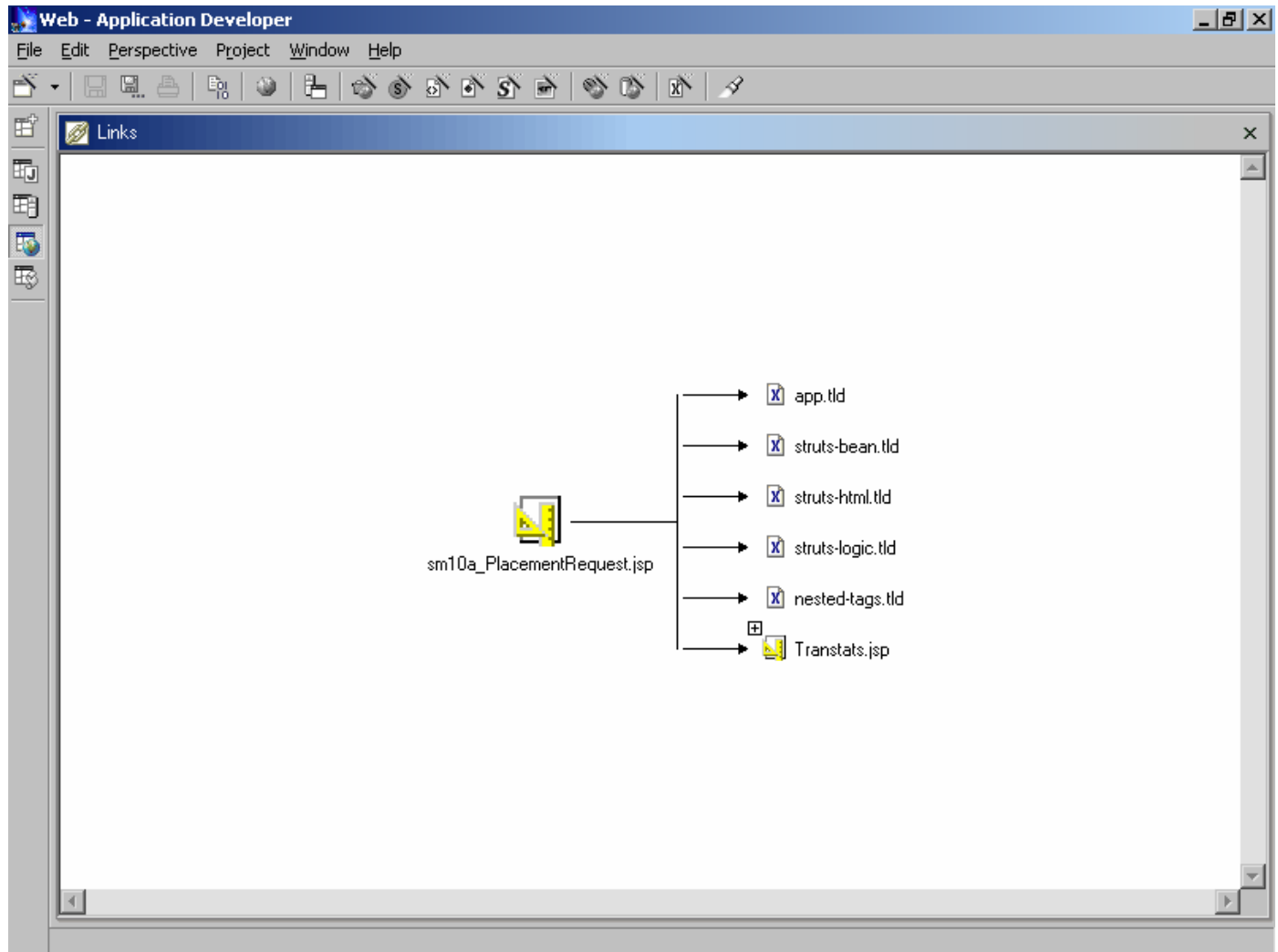
## sm10a\_PlacementEnd.jsp



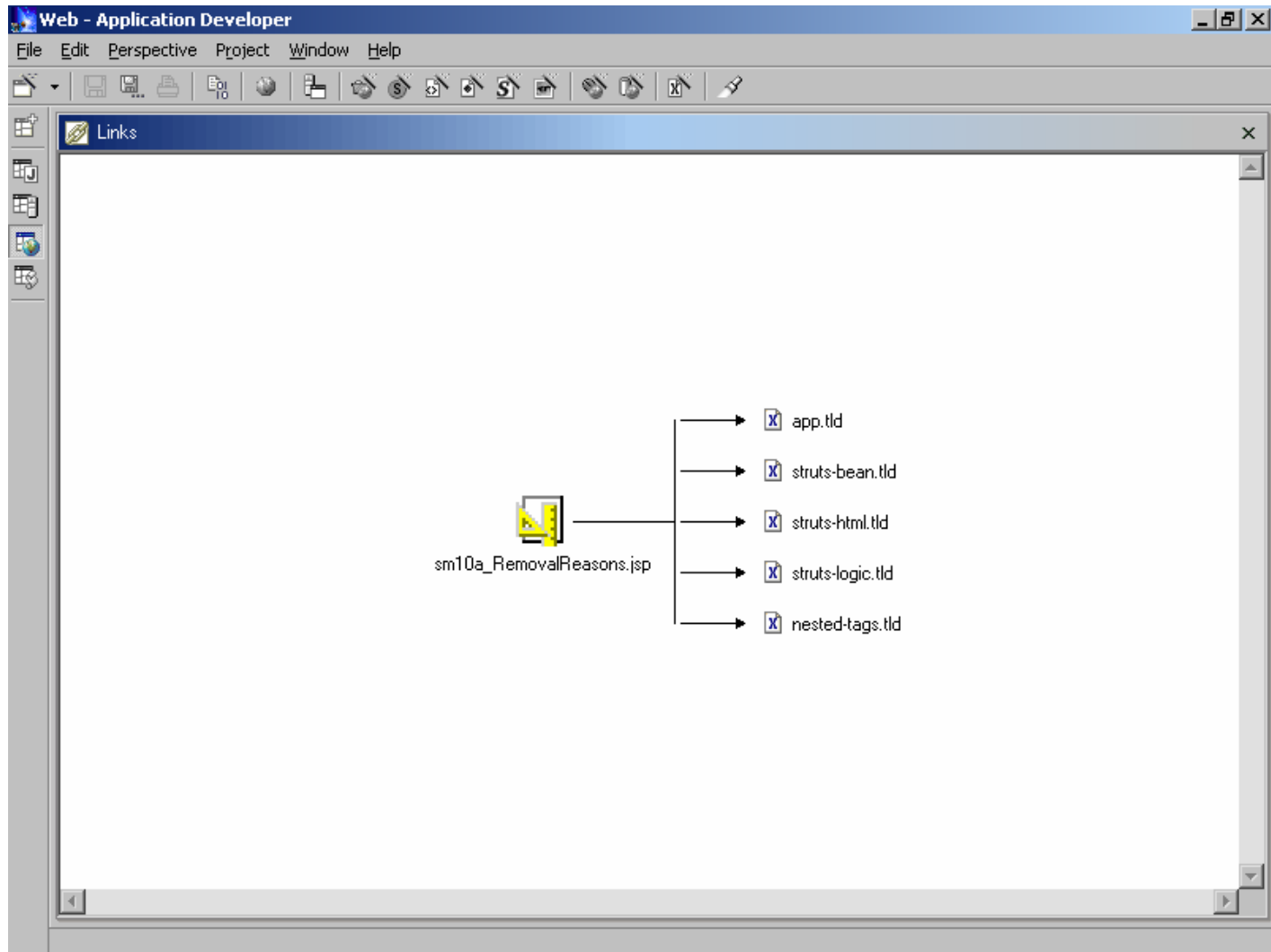
## sm10a\_PlacementNotification.jsp



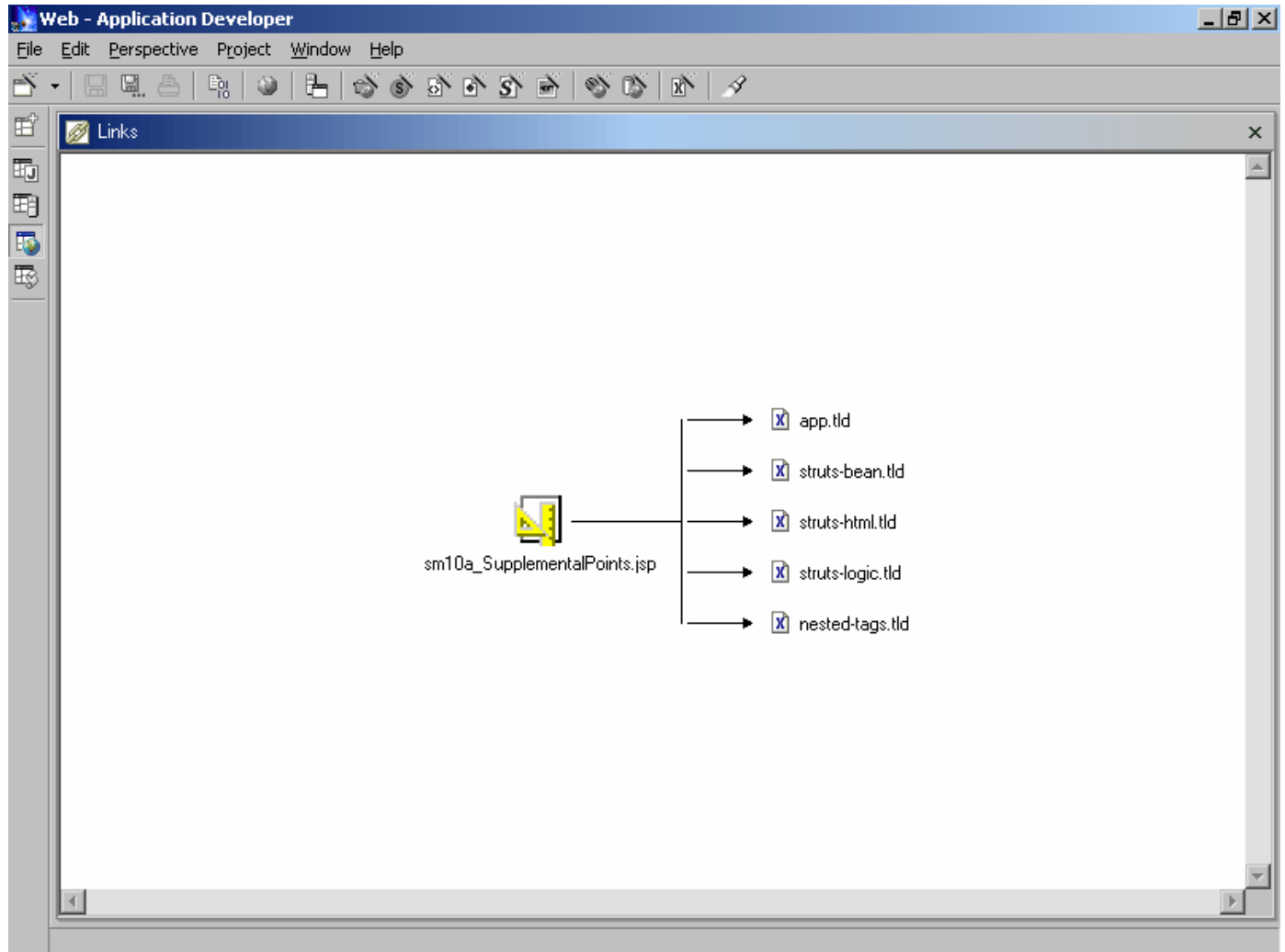
## sm10a\_PlacementRequest.jsp



## **sm10a\_RemovalReasons.jsp**



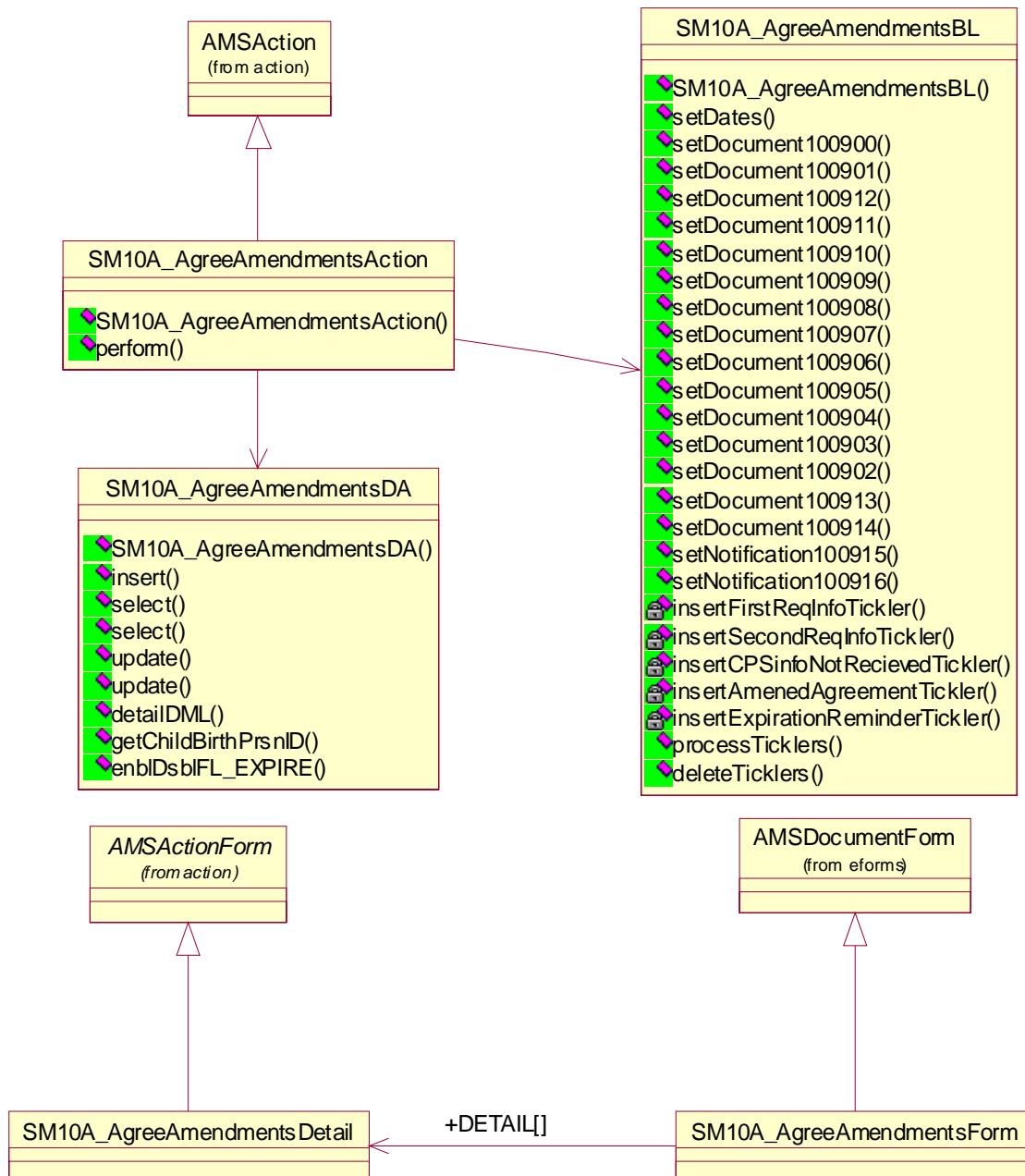
## sm10a\_SupplementalPoints.jsp



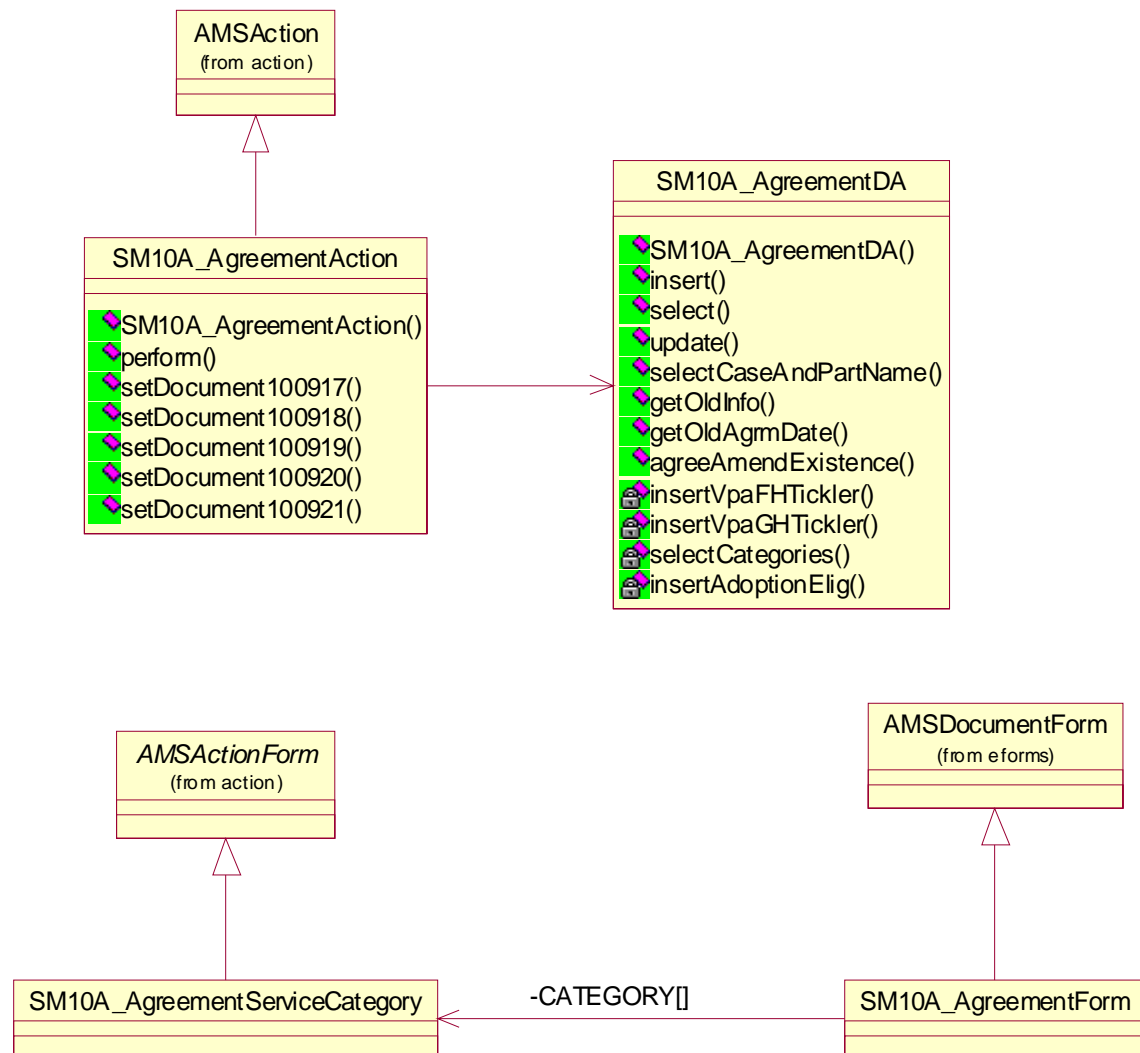
### 1.4.2. Java Components

Below is the Class diagram for the SM10a topic. There are about 12 distinct “families” of classes grouped mainly by each topic’s Action Class.

Main Classes involved in AgreeAmendments transactions.

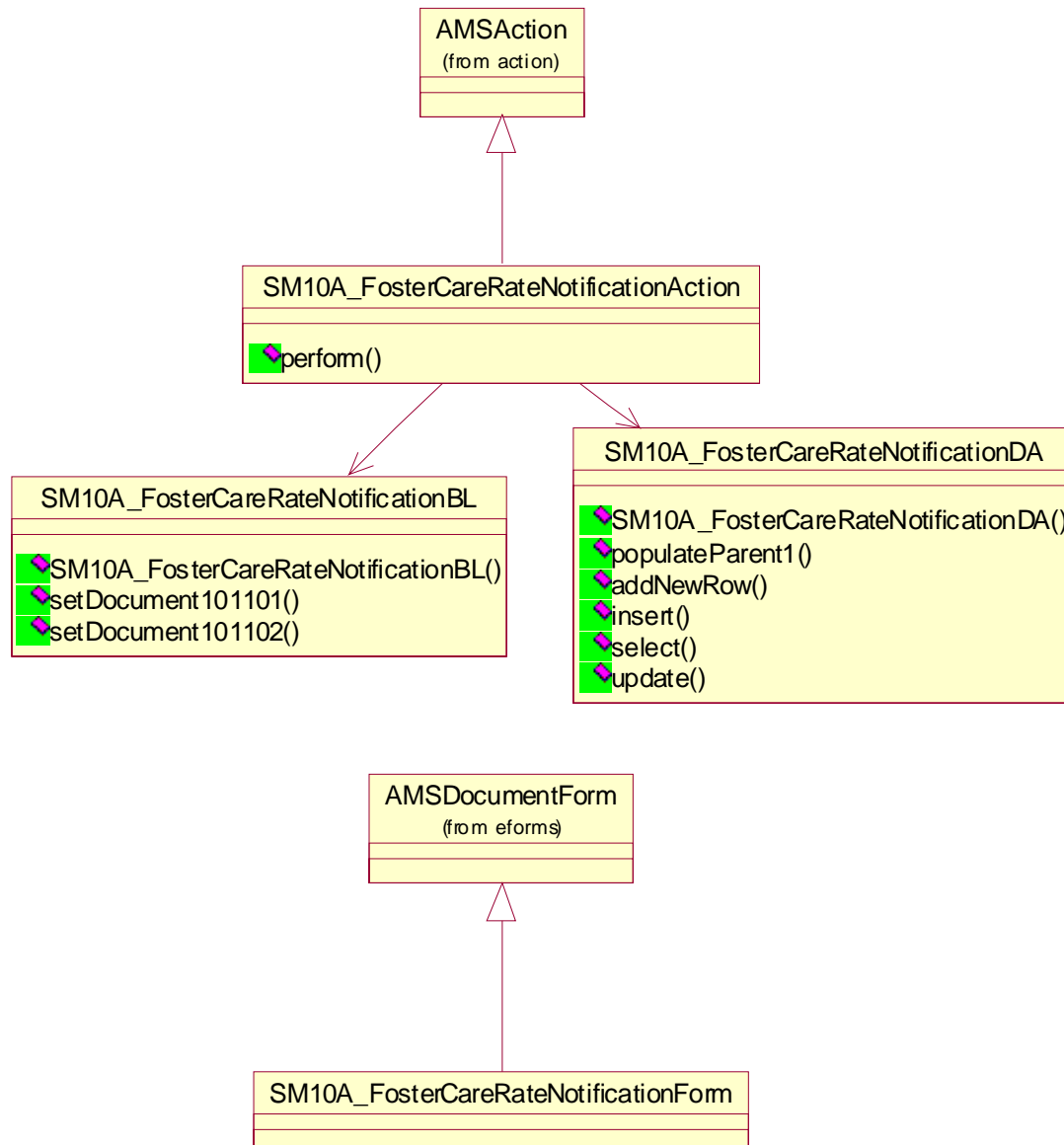


Main Classes involved in Agreement transactions.

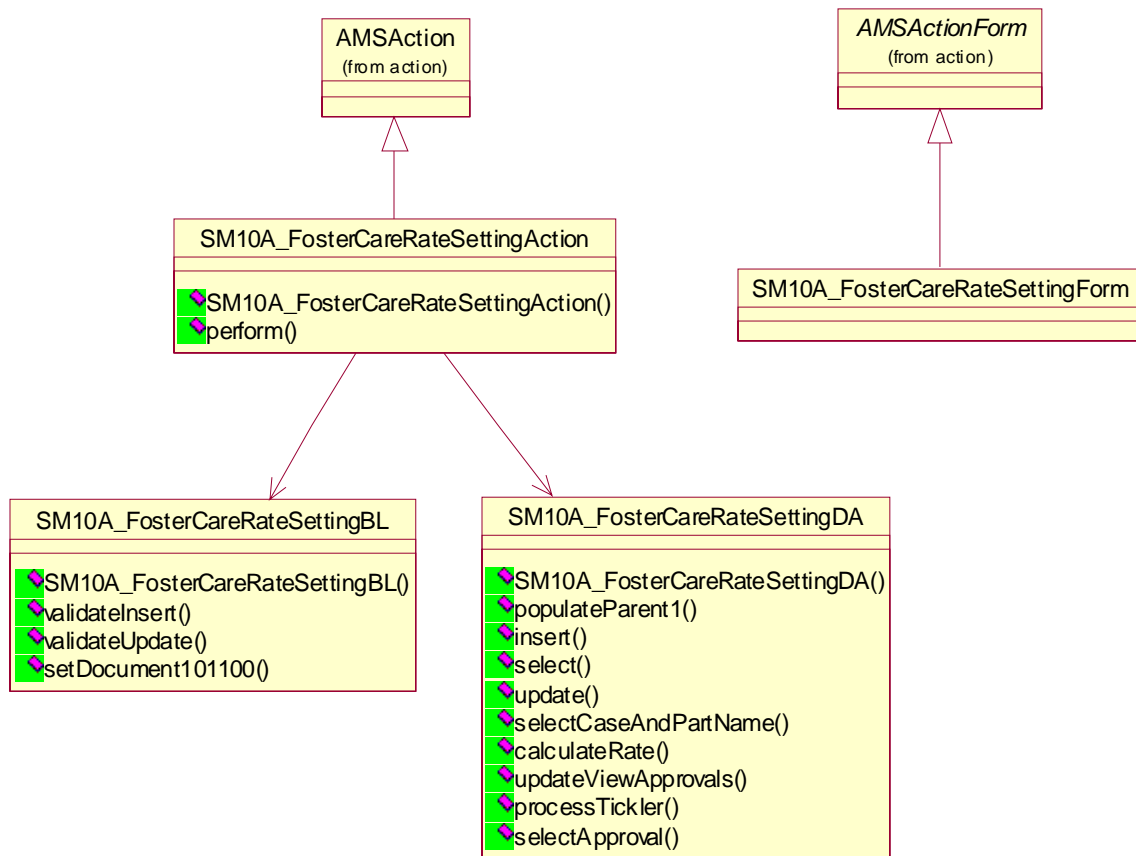




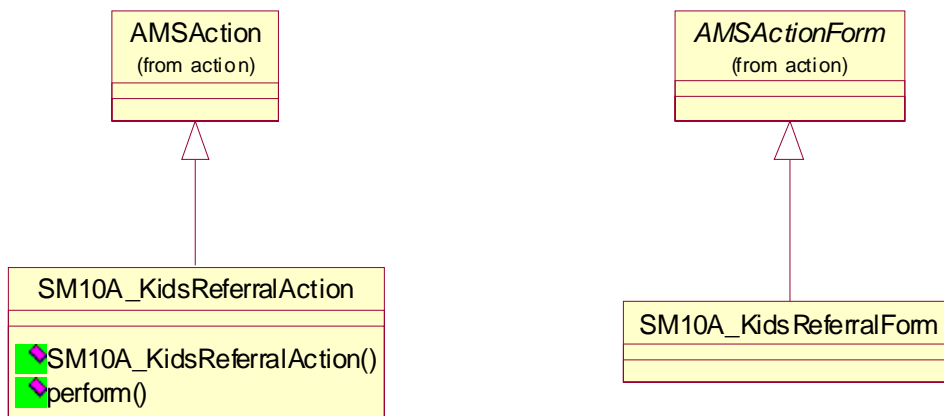
Main Classes involved in Foster Care Rate Notification transactions.



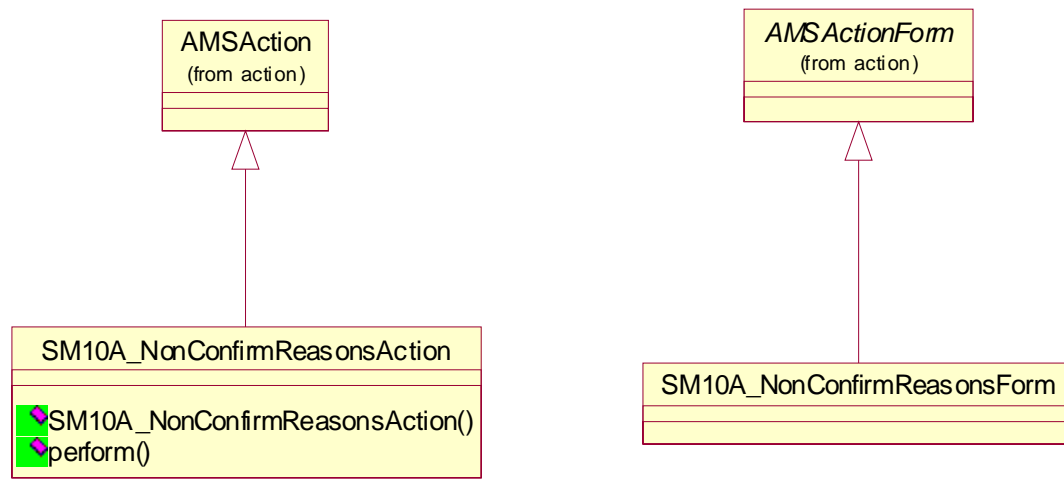
Main Classes involved in Foster Care Rate Setting transactions.



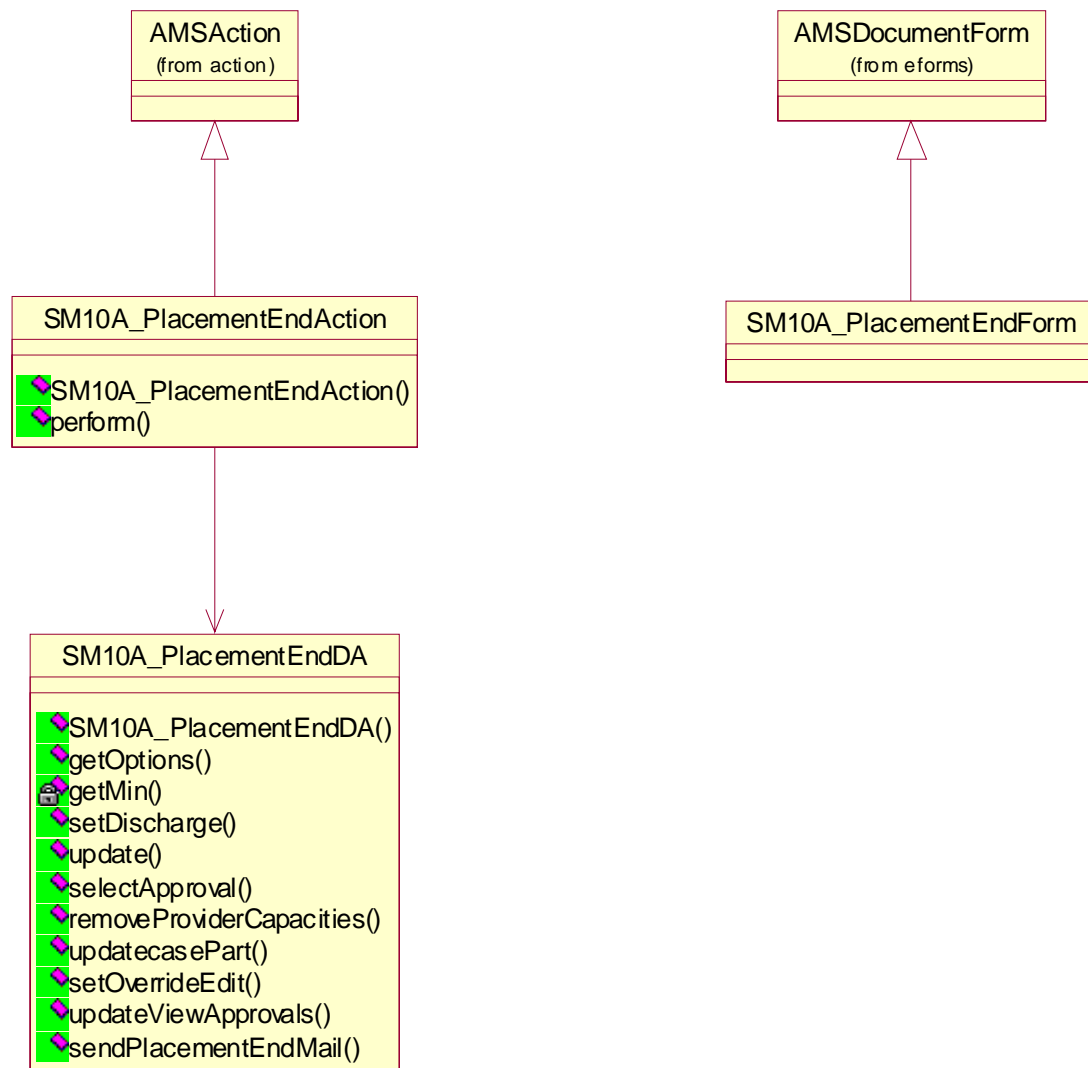
Main Classes involved in Kids Referral transactions.



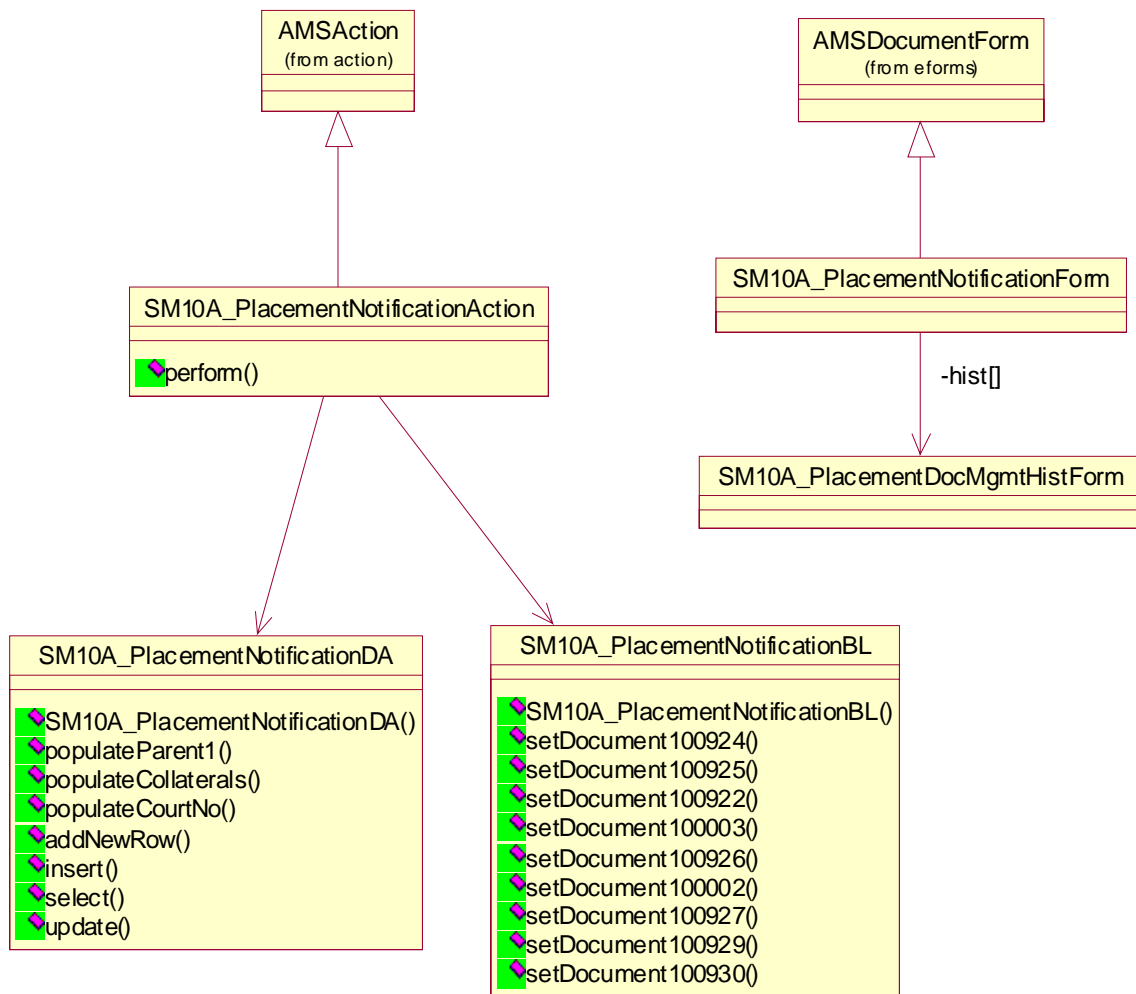
Main Classes involved in Non Confirm Reasons transactions.



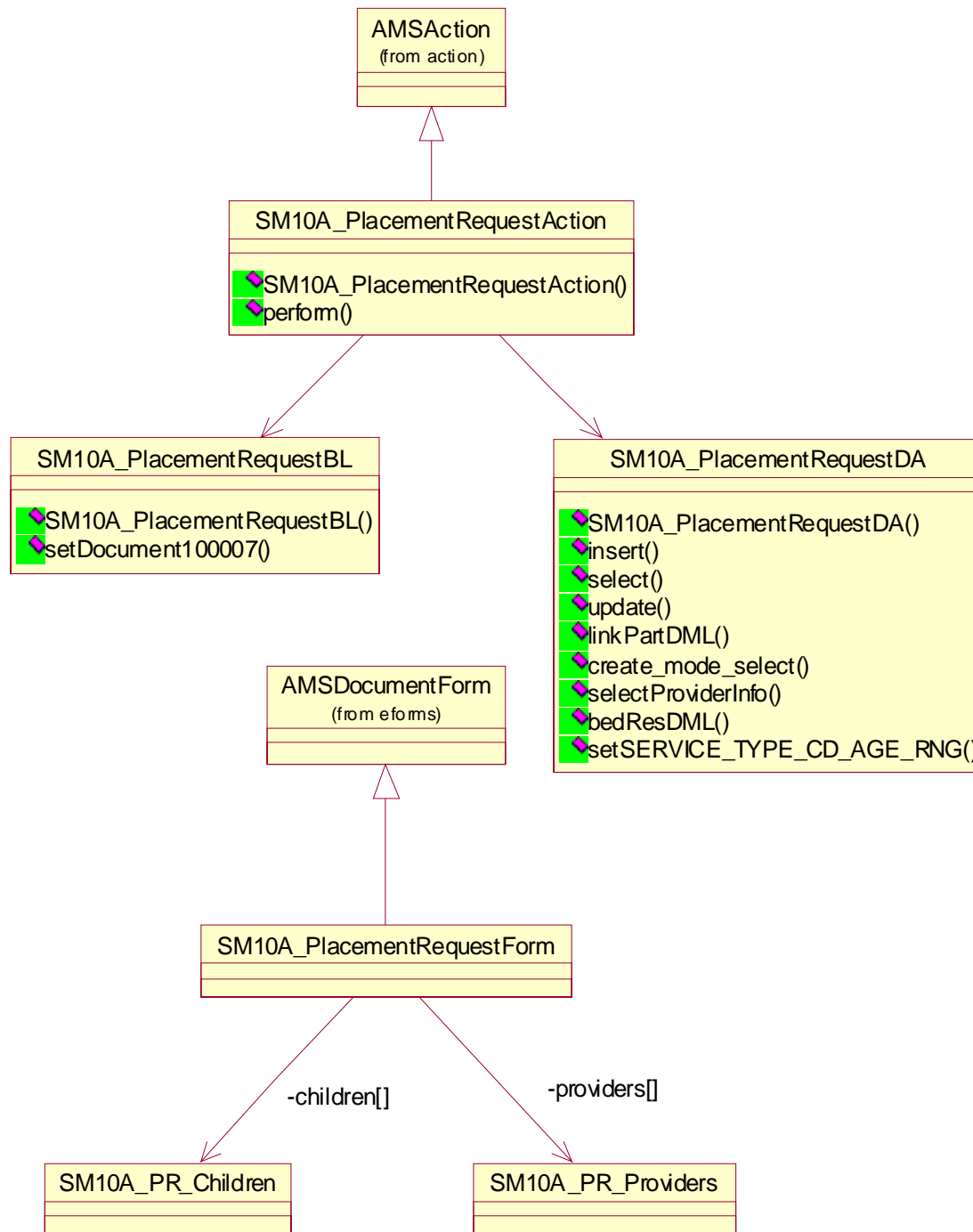
Main Classes involved in Placement End transactions.



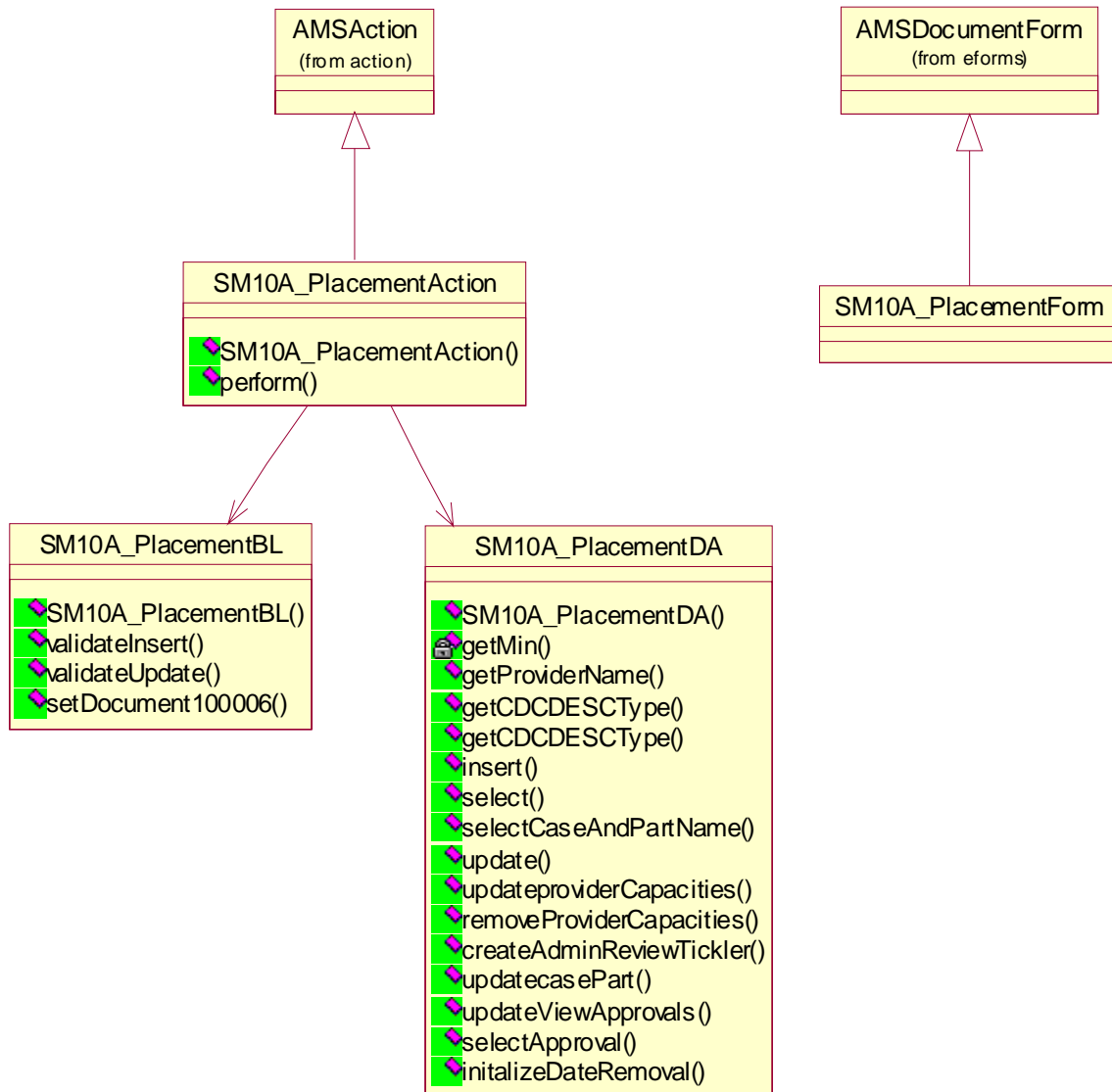
Main Classes involved in Placement Notification transactions.



Main Classes involved in Placement Request transactions.

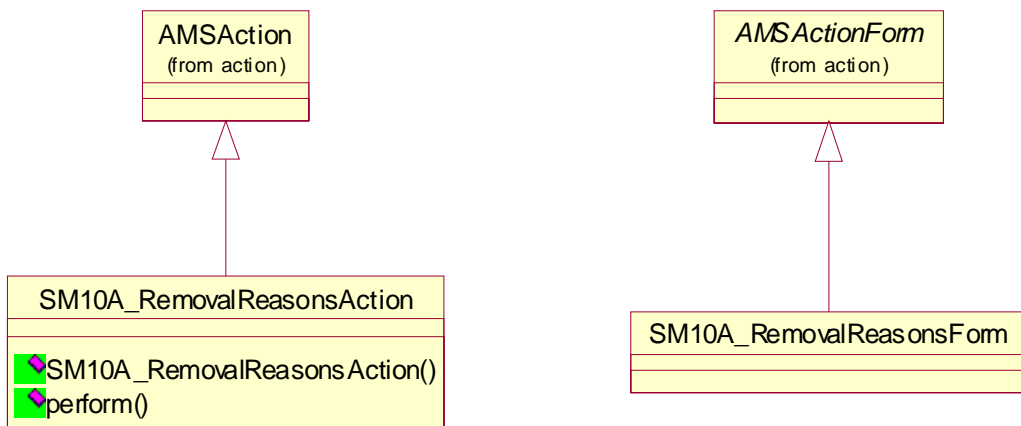


Main Classes involved in Placements transactions.

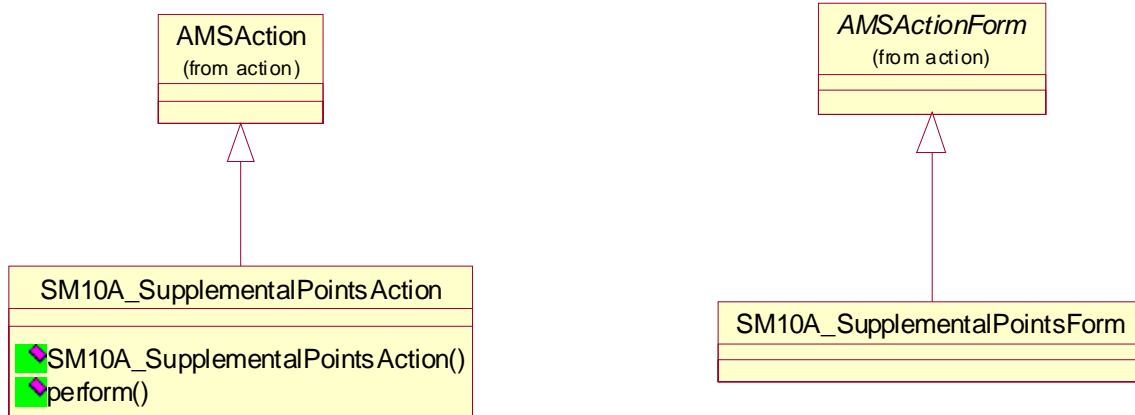




Main Classes involved in Removal Reasons transactions.



Main Classes involved in Supplemental Points transactions.



Below is a brief description of each of the Java Classes:

Type	Name	Comment
Action Class	SM10A_AgreementAction	Standard Action Class.
Data Access	SM10A_AgreementDA	Standard Data Access Class.
Form	SM10A_AgreementForm	Aggregate Data container for Agreement information.
Form	SM10A_ServiceCategory	Sub form of Agreement Form. Data container for Service Category information.
Action Class	SM10A_AgreeAmendmentsAction	Standard Action Class.
Data Access	SM10A_AgreeAmendmentsDA	Standard Data Access Class.
Business Logic	SM10A_AgreeAmendmentsBL	Standard Business Logic Class, contains methods used for document management.
Form	SM10A_AgreeAmendmentsForm	Aggregate Data container for AgreeAmendment information.
Form	SM10A_AgreeAmendmentsDetail	Sub form of AgreeAmendment Form. Data container for AgreeAmendments item information.
Action Class	SM10A_NonConfirmReasonsAction	Standard Action Class.
Form	SM10A_NonConfirmReasonsForm	Does nothing and contains no data.
Action Class	SM10A_SupplementalPointsAction	Standard Action Class.
Form	SM10A_SupplementalPointsForm	Data container for Supplemental Points information. Also has validation code.
Action Class	SM10A_FosterCareRateNotification Action	Standard Action Class.
Data Access	SM10A_FosterCareRateNotification DA	Standard Data Access Class.
Business Logic	SM10A_FosterCareRateNotification BL	Standard Business Logic Class, contains document management methods for Foster Care Rate Notification.

Below is a brief description of each of the Java Classes:

Type	Name	Comment
Form	SM10A_FosterCareRateNotificationForm	Aggregate Data container for Foster Care Rate Notification information.
Action Class	SM10A_KidsReferralAction	Standard Action Class.
Form	SM10A_KidsReferralForm	Data container for Kids Referral information.
Action Class	SM10A_PlacementEndAction	Standard Action Class.
Data Access	SM10A_PlacementEndDA	Standard Data Access Class.
Form	SM10A_PlacementEndForm	Data container for Placement End information.
Action Class	SM10A_PlacementNotificationAction	Standard Action Class.
Data Access	SM10A_PlacementNotificationDA	Standard Data Access Class.
Business Logic	SM10A_PlacementNotificationBL	Standard Business Logic Class contains Placement Notification document management methods.
Form	SM10A_PlacementNotificationForm	Aggregate Data container for Placement Notification information.
Action Class	SM10A_PlacementRequestAction	Standard Action Class.
Data Access	SM10A_PlacementRequestDA	Standard Data Access Class.
Business Logic	SM10A_PlacementRequestBL	Standard Business Logic Class, contains Placement Request business document management methods.
Form	SM10A_PlacementRequestForm	Aggregate Data container for Placement Request information.
Form	SM10A_PR_Children	Sub form of Placement Request Form. Data container for Placement Request Children information.
Form	SM10A_PR_Providers	Sub form of Placement Request Form. Data container for Placement Request Provider information.

Below is a brief description of each of the Java Classes:

<b>Type</b>	<b>Name</b>	<b>Comment</b>
Action Class	SM10A_PlacementAction	Standard Action Class.
Data Access	SM10A_PlacementDA	Standard Data Access Class.
Business Logic	SM10A_PlacementBL	Standard Business Logic Class contains Placement business validation rules.
Form	SM10A_PlacementDocMgmtHistForm	Sub form of Placement Notification Form. Data container for Placement Document Mgmt History information.
Action Class	SM10A_RemovalReasonsAction	Standard Action Class.
Form	SM10A_RemovalReasonsForm	Aggregate Data container for Removal Reasons information.
Action Class	SM10A_FosterCareRateSettingAction	Standard Action Class.
Data Access	SM10A_FosterCareRateSettingDA	Standard Data Access Class.
Business Logic	SM10A_FosterCareRateSettingBL	Standard Business Logic Class contains Foster Care Rate Setting document management method.
Form	SM10A_FosterCareRateSettingForm	Aggregate Data container for Foster Care Rate Setting information.